

Job Information

Job title	Parks Mapping Coordinator		Job Code: PRKMAP	Pay Grade: K
Title of immediate supervisor	Manager of Community Development and Business Systems			
Department/Division	Parks, Recreation & Community Services / Parks			
Prepared by	N. Dechaine			
Date Created	May 4 2021	Revised date	July 18, 2025	
Dept Head Signature	S. Samborski/T. Solares	Date	July 20, 2025	

Job Purpose

Coordinates Saanich Parks' mapping and tracking system with a strong focus on the Urban Forest. The coordinator is responsible for measuring, tracking, tagging, mapping, assessing and reporting on prioritized trees growing on public and private land. The position works with inter-departmental staff to develop and maintain an efficient mapping and tracking system for Saanich's Urban Forest and park assets. Works closely with the Parks GIS analyst and liaises with various internal and external staff and stakeholders to map Saanich Parks' green assets in the field to be consistent with Saanich's standards and best management practices. Assists with education, administration and enforcement of the Tree Protection Bylaw. Follows safe work practices and performs technical work requiring skills and ability related to trees.

Duties and Responsibilities

- Coordinates the Parks mapping program by performing a wide variety of arboricultural tasks such as tree identification, tree assessments, measurements and inventory, on a variety of exotic and indigenous tree species on public and private land.
- Contacts and regularly interacts with homeowners and other sections and departments to arrange site visits and tree assessments and inspections on private and public land.
- Uses mobile devices to collect field data regarding trees in Saanich with the intended outcome of mapping the Urban Forest and using information to track the health and future of the Urban Forest.
- Assists in supporting staff with education, administration and enforcement of the Tree Protection Bylaw.
- Inspects and evaluates replacement trees and administers the return of replacement tree deposits.
- Educates residents about the value of the Urban Forest in Saanich.
- Interprets site plans and the Geographic Information System to administer the tree tracking and mapping system.
- Operates a range of manual and digital tools and equipment.
- Works with technical staff to input and analyze data in an office setting
- Plans own work.
- Assists with responding to inquiries from the public, staff and outside agencies regarding trees in the District of Saanich.
- Works collaboratively with internal and external stakeholders to continually improve the Urban Forest mapping and tracking system.
- Assists with Tree Permit administration.
- Performs other related duties as required.

Qualifications

- Two-year diploma in arboriculture or horticulture from a recognized post-secondary institution.
- Post-Secondary training in GIS (diploma, certificate or advanced coursework)
- Two years progressive experience in the field of arboriculture, preferably in a municipal setting.
- Six months experience performing tree inventories, tree assessments and using GIS software in the field and in the office, preferably in a municipal setting.
- Working knowledge of computers and standardized corporate software packages.

- Working knowledge of industry standards for tree planting and care and maintenance of young trees.
- Certificate from the International Society of Arboriculture (ISA) as a Certified Arborist.
- I.S.A. Tree Risk Assessor Qualification.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical condition, strength, stamina to perform technical work, related to trees, in all types of weather as well as moderate amounts of time working in an office setting.

Working Conditions

Work is performed both in an office environment and outside in all weather conditions. May be required to work evenings and weekends.