

Job Information

Job title	Senior Arboriculture Inspector, Parks	Job Code: SRARBI	Pay Grade: P
Title of immediate supervisor	Development Review Supervisor, Parks		
Department/Division	Parks, Recreation and Community Services / Parks		
Prepared by	N. Dechaine		
Date Created	October 18, 2021	Revised date	

Job Purpose

Coordinates development related permit review in relation to the Tree Protection Bylaw. Conducts and supports interdepartmental development review. Supports, advises and trains staff in relation to trees and development. Interprets, administers and enforces the Tree Protection Bylaw. Supports senior staff in providing data and recommendations to improve efficiencies, modernize and digitize processes, and to support policy development to further the goals of the Urban Forest Strategy and objectives. Works with developers, other staff, and the public and private property owners in an office setting and in the field.

Duties and Responsibilities

- Conducts and coordinates work flow for tree permit administration related referrals including: building permits resulting from subdivision, demolition permits, development permits related to garden suites, and duplexes as they relate to the Tree Protection Bylaw (Bylaw) and covenants.
- Supervises, trains and orients staff, under the direction of the Parks Development Review Supervisor
- Leads, administers and enforces the Bylaw on private land and provides support for administering the Bylaw on public lands by coordinating the Calls For service as they relate to tree cutting concerns
- Documents processes and standardizes practices and leads innovation and change management to improve business processes, efficiencies, customer service and policy and regulatory tools.
- Interprets and explains related municipal policies, bylaws or other regulations.
- Provides advice to senior staff, management and elected officials to help realize strategic goals and policies including the Urban Forest Strategy, Official Community Plan, and Council's Strategic Plan.
- Supports training related to the Tree Protection Bylaw and best management practices.
- Supports policies and procedures development related to the Bylaw and permitting system.
- Provides information in response to public enquiries, complaints, reports for Council and senior management as they relate to trees on private lands, including controversial tree issues.
- Follows all applicable Safe Work Practices.
- Performs other related duties as required.

Qualifications

- Two year diploma in arboriculture, horticulture from a recognized university or college.
- Four years progressive experience in Urban Forestry and/or administering a tree bylaw including one (1) year experience managing projects, supervising staff or contractors related to urban forestry and one (1) year experience reading and interpreting development proposals as they relate to trees.
- Certificate from the International Society of Arboriculture (ISA) as a Certified Arborist.
- ISA Tree Risk Assessment Qualification (TRAQ).
- Bylaw Compliance, Enforcement & Investigative Skills -Level 1.
- Strong computer skills and working knowledge of Microsoft Office.
- Excellent written and oral communication skills.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Minor physical activity required.

Working Conditions

Works inside and outside in all types of weather.