

Supervisor, Forestry

Markham, ON

This position calls for a proven team builder focused on customer service excellence, and the effective, efficient delivery of services to the public while exercising due diligence for staff and public safety. If you're such a leader, this supervisory role with the City of Markham Operations Department is for you.

Reporting to the Manager, Parks, you will coordinate and supervise City-wide forestry maintenance functions, with responsibility for staff coaching, training and development, efficient and effective business management, capital project management, public/resident relations, and yearly budget development. This is an exciting opportunity for you to serve as the Arborist for the City of Markham and, as such, direct and manage Markham's urban forestry programs.

KEY DUTIES & RESPONSIBILITIES

More specifically, your accountabilities as **Forestry Supervisor** will include:

- Staff development and safety; recruitment, orientation & training of seasonal/student staff; implementation of policy/standards/procedures; development of Standard Operating Procedures; providing input to annual budgets, forecasts, capital projects and work plans; coordinating Fleet equipment needs, supplies and issues; timecard submissions; and overtime authorizations.
- Maintenance and replacement work related to City-owned trees, both in parks and on municipal boulevards, storm water management ponds natural areas and forest woodlots.
- Winter maintenance operations, including inspection and assessment of pavement surface conditions, snow plowing/removal and sanding/salting/deicing on roads, sidewalks, pathways and municipal facility parking lots, etc.
- Services-in-kind assistance for community and special events, including setup and takedown of fencing, barricades, garbage containers, portable washrooms, forestry information and public education.
- Preparation of specifications; evaluation of tenders, supervision and management of seasonal contractors; contract management of special projects, managing inventory levels & coordinating deliveries of bulk materials; tracking contractor/supplier performance; coordinating stakeouts and necessary permits; contractor/supplier performance; completing reports/documentation related to contracted services; and ensuring health & safety and legislative/regulatory compliance.
- Supervising assigned staff: scheduling of work; staff training/development, coaching/mentoring & motivation; health & safety and other regulatory compliance; performance management/review; collective agreement administration; payroll submissions; progressive discipline, as required; and involvement, as required, as a representative on Joint Health & Safety Committee.
- Demonstrating professional courtesy and good oral and written communication skills in responding to inquiries from and/or liaising with residents, Councilors, businesses, contractors, suppliers, internal departments, etc., on contracts, equipment/materials needs, maintenance programs/policies/procedures, contract administration and customer service issues, and other Operations-related matters, as required.
- Assessing staffing needs; making recommendations for efficient/effective staff deployment, new and/or seasonal complement or temporary secondments; participating in recruitment processes; and ensuring appropriate orientation & training of new/assigned staff.
- Preparing and/or assisting with the preparation of tender specifications and bid evaluations for parks maintenance projects, services and related materials/supplies to be performed/supplied by external contracted services; liaising with successful proponent and coordinating contract startup upon bid award; coordinating stakeouts and necessary permits, as required.
- Administering assigned contracts, including field inspections and monitoring/tracking contractor performance to ensure compliance with tender specifications, health and safety, and other applicable legislation/regulations; troubleshooting issues/problems in the field ; ensuring timely project completion to City satisfaction; reviewing and authorizing progress draws and making recommendations on change orders; preparing follow-up reports/documentation.
- Conducting City forestry assessment audits & inspections; participating in the preparation of departmental operating and capital budgets; administering approved budgets, including

reconciliation of assigned accounts and authorization of expenditures; participating in reviews of in-house/contracted services mix; contributing to Operations business/work planning.

- Benchmarking productivity, streamlining/updating for best practices, ensuring compliance with standards/procedures and health & safety, and ensuring staff and contractor performance and value-for-money for the municipality.
- Assisting with City-wide Operations maintenance programs: providing backup support and acting in the absence of other Operations Supervisors; participating in rotational standby coverage; acting in the absence of the Manager, Parks Operations, as assigned; and responding in Emergency situations.
- Participating as a member of the Operations Department management team; leading and/or participating on project teams, as assigned; and championing the City, Commission and Department vision, mission and values within Operations and among colleagues and coworkers.

Bring your expertise and passion for excellence to this role as Supervisor, Forestry:

- You hold a degree or diploma in Arboriculture or a related discipline.
- With no fewer than three (3) years' related experience, you bring demonstrated experience in the coordination and supervision of city-wide and/or large-scale urban forestry programs in an urban growth environment, including experience supervising a unionized workforce and working knowledge of related legislated requirements.
- You possess a thorough working knowledge of urban forestry-related maintenance, equipment and best management practices; the Occupational Health & Safety Act, the Highway Traffic Act, and municipal and safety-related legislation/regulations/guidelines; labour relations principles and practices; contemporary management practices and collective agreement administration; and local government functions/responsibilities and services in general.
- You hold an Ontario Exterminator Licence – Land – forestry and/or landscape classifications, OR (as a condition of employment) can acquire said licence within six months from the date of hire; an International Society of Arboriculture (ISA) certification is preferred.
- You possess excellent leadership, coaching, interpersonal, communication, time management, organizational, analytical, record-keeping, work prioritization and problem-solving skills.
- You have what it takes to build strong, enthusiastic staff teams and internal/external alliances and partnerships; align urban forestry programs with departmental, Commission and City goals and objectives; champion the vision, mission and values of the municipality; foster, and contribute to, a positive, productive, customer service-oriented work environment; and deal courteously and effectively with all contacts.
- You're proficient in using word-processing and spreadsheet software, the Internet, email and urban forestry management and workorder systems.
- You hold a valid Ontario Class G driver's licence in good standing. As a condition of employment, you will be required to provide a satisfactory driver's abstract (0 demerit points; no more than 1 moving violation; no more than 1 non-moving violation).
- You are willing and available to assist with winter operations, and emergency response, and to attend after-hours meetings or special events, as required.

The salary range for this permanent, full-time position is \$80,511 to \$94,726 per year.

The **City of Markham**, a municipality with more than 350,000 residents centrally located in the Greater Toronto Area, is home to over 400 corporate head offices and more than 1,100 high-tech and life science companies. Founded in the 1790s, today Markham is Canada's most diverse community, and enjoys a rich heritage, outstanding community planning and services, and a vibrant local economy. Markham has received the Excellence Canada Gold Award for Organizational Quality & Healthy Workplace, and multiple heritage and environmental awards. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices.

For more information and to apply online by **Sunday, June 3, 2018**, please visit our website at markham.ca/jobs.

We are committed to inclusive employment practices.