



## About the City of Hamilton

**Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.  
#BeTheReason**

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## JOB POSTING

JOB ID #: 18039

### **Manager - Forestry/Horticulture**

Public Works  
Environmental Services  
100 King Street

NUMBER OF VACANCIES: 1 Full-Time Regular

UNION/NON-UNION: Non-Union Mgmt. Professional

HOURS Of WORK: 35.00 per week

GRADE: 8

SALARY/HOUR: \$60.528 - \$72.271 per hour

\*Note: See appropriate Collective Agreement or the Non-Union Salary Range for details.

STATUS/LENGTH: Full-Time Regular

Job Description ID #: 2514

**Vaccine Verification** – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

## **SUMMARY OF DUTIES**

Reporting to the Director of Environmental Services, the Manager of Forestry and Horticulture is responsible for the management accountability, planning, delivery, and financial performance of operations and maintenance of

Street tree planting, trimming, removals, emergency response and urban forestry health/protection. Additionally, the Manager is responsible for horticultural design, planting, greenhouse production, horticultural shows and the maintenance of city traffic island / garden and roundabout maintenance. In addition the Manager ensures the availability of resources required to deliver programs to approved standard, through the use of safe practices, in accordance with applicable laws, regulations, policies, and agreements.

## **GENERAL DUTIES**

Administer, co-ordinate and direct the ongoing operations and work activities within the section by delegating and assigning work to staff ensuring maximum utilization of human resources and monitoring and evaluating individual staff performance and providing support and guidance for staff development while promoting the city of Hamilton's Corporate Culture Pillars.

Provide strategic leadership in keeping with the City of Hamilton Strategic Plan and Mission, Vision and Values and Public Works Business Plan, Innovate Now..

Participate as a member of the Environmental Services Management Team.

Responsible for the hiring, orientation, , disciplining and performance evaluations of staff.

Participate in labour relations matters by maintaining close liaison with Human Resources.

Create and maintain Business Plans including program service levels for Forestry and Horticulture operations in alignment with corporate priorities, goals, objectives and service demands.

Create and maintain Work Plans and program schedules to ensure timely, effective and efficient delivery of service programs, in compliance with all application legislative requirements.

Ensure effective and consistent service delivery relative to current policy and procedures, changing conditions, demands, and regulations.

Maintain Program Quality Assurance and Financial performance using appropriate KPIs, measures and systems.

Promote a culture of Continuous Improvement.

Ensure operational compliance with all applicable legislation, policy, contracts, agreements, regulations and guidelines.

Liaise with community organizations to cultivate, support, coordinate, and maximize the benefits of community involvement in the maintenance and preservation of city trees and horticulture features.

Act on behalf of the Director as delegated.

Perform other duties as assigned which are directly related to the responsibilities of this position.

## **QUALIFICATIONS**

1. Degree or Diploma in forestry, horticulture, botany or landscape architecture with considerable progressive municipal work-related experience in supervisory and management roles.
2. Proven knowledge of best operational practices and theories together with a proven record in planning, designing and maintaining operational and capital programs in a municipal environment.
3. Must be able to demonstrate relevant knowledge and experience related to the duties described above.
4. Demonstrated ability to provide effective leadership and supervision to a large unionized workforce supported by strong knowledge of fundamental business practices such as budgeting and budget implementation supported by exceptional motivational and organizational skills.
5. Demonstrated highly effective leadership, facilitation, communication, presentation, interpersonal and organization skills.
6. Demonstrated competencies in the preparation and management of large scale operating and capital budgets affecting multiple service programs delivered through a combination of in house and contracted forces.
7. Demonstrated computer literacy, and competencies with standard business practices and software systems,.
8. Demonstrated commitment to achieve service excellence through "continuous improvement" initiatives such as technical innovation, process change, staff training, mentoring and succession planning programs.
9. Strong interpersonal and communications skills to support the development of effective relationships with staff, other divisions / departments, contractors, members of council, the media, community organizations and the general public.
10. Demonstrated understanding of applicable statutes, regulations and by-laws affecting the scope of the position such as, but not limited to the Occupational Health and Safety Act.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
12. Demonstrated knowledge of collective bargaining process and experience in effective application of collective agreements.

### **Disclaimer:**

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

### **Terms:**

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.