



## **JOB DESCRIPTION**

**TITLE:** URBAN FORESTER

**DEPARTMENT:** Planning & Development Department

**LEVEL:** 11

**Position Last Evaluated: Apr 2022**  
**Job Desc. Last Updated: Feb 2025**

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### **JOB SUMMARY**

Under the direction of the Manager, Development Engineering, the incumbent is responsible for the implementation of the City's Tree Management and Protection Bylaw and assists the City's Urban Forestry Coordinator with the implementation of the City's Urban Forestry Strategy. Independent action and judgment is required to accomplish the City's urban forestry goals, objectives, and bylaws. Complex issues or matters of significant impact are referred to the Manager.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Reviews and evaluates Tree Management Plans and tree removal permit applications, visits sites, prepares reports for issuance of tree removal permits, establishes files, prepares permits and reviews information for the approval or rejection of applications.
2. Oversees the administration of the Tree Management and Protection Bylaw and assists the City's Urban Forestry Coordinator with the implementation of the City's Urban Forestry Strategy.
3. Provides functional direction, training and guidance to the department or departments across the City.
4. Examines properties for which tree removal permits have been executed to ensure tree removal is completed in accordance with approved permits.
5. Evaluates new development proposals with relation to Urban Forestry Strategy goals and objectives.

**TYPICAL DUTIES AND RESPONSIBILITIES cont.**

6. Reviews development permit and subdivision landscape plans to ensure compliance with the Tree Management and Protection Bylaw and Urban Forestry Strategy.
7. Prepares reports on issues related to duties and responsibilities for submission to the Manager, Director, and City Council.
8. Assists the City's Urban Forestry Coordinator with the provision of education and direction to applicants on developing tree management and related arboricultural specialties and community promotions relating to urban forest flora.
9. Prepares hazard evaluations on trees on Public Lands as requested.
10. Enforces City bylaws relating to the illegal removal of trees by investigating and resolving complaints from the general public, Council, City departments, and other government agencies regarding alleged infractions. Makes recommendations to implement changes in enforcement procedures and attends various meetings with regard to enforcement problems.
11. Assists with securing and assembling evidence; prepares documentation to City Council or Crown Counsel and gives evidence in Court or before Court as required. Assists in the preparation of investigative reports for City Council with respect to the illegal removal of trees.
12. Interprets bylaws, regulations, and policies with respect to complaints and provides advice to the general public and City departments.
13. Performs other duties as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of trees as individual entities and within the context of an urban forest community.

Thorough knowledge of methods, techniques and the use of materials, tools, and equipment used in arboriculture.

Thorough knowledge of liabilities with respect to City trees in relation to worker safety, safe public use of City property and risk management involving private property and individuals.

Knowledge of City bylaws related to land development, associated Provincial or Federal Statutes, Acts, Regulations and departmental policies and procedures.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Excellent verbal and written communication skills.

Ability to use independent judgement when dealing with clients and other departments.

Ability to prepare concise reports and correspondence.

Ability to read and understand blueprints and engineering design drawings.

Ability to work varied hours as necessary to meet the requirements of the position.

Experience in tree management and spatial application software (such as Bluebeam, GIS).

Sound working knowledge in spreadsheet programs (such as Excel), word processing programs (such as Word), Municipal computer programs (such as Tempest, SAP).

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Diploma in Horticulture, Forestry, Urban Forestry, Arboriculture or Landscape Architecture from a recognized educational institution.

International Society of Arboriculture (I.S.A.) Certified Arborist.

A minimum of 3 years' arboriculture experience.

Certified Tree Risk Assessor certification.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory criminal record check.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

**GENERAL STANDARDS cont.**

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.