



City of Niagara Falls **POSITION VACANCY**

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025 - 06
Position:	Forestry Supervisor
Type of Vacancy:	Permanent
Work Schedule:	Primarily Days, 8 - 10 Hour Shifts (40 hours per week)
Location:	Service Centre (3200 Stanley Avenue)
Salary/Wage Range:	\$89,368 to \$111,710 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	February 7, 2025
Closing Date:	February 24, 2025 at 4:00 pm

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With nearly 15 million visitors a year and a growing resident population of almost 100,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Further details on this position are attached. To apply, please submit a cover letter and resume to www.niagarafalls.ca/jobs Applications must be submitted online and will be accepted until **4:00 pm on February 24, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS
POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Forestry Supervisor

POSITION SUMMARY: Under the supervision of the Senior Manager of Roadways and Parks, the Forestry Supervisor is responsible for the supervision, maintenance and service of the Forestry section. Shift work and weekend work may be included.

DIVISION / DEPARTMENT: Municipal Works / Operations (Forestry Services)

RESPONSIBLE TO: Senior Manager of Roadways and Parks

SUPERVISES: Lead Hand-Forestry (1). Certified Tree Climbers (6) and Seasonal Staff (3)

RESPONSIBLE FOR:

1. Responsible for ensuring that Forestry Services operations are conducted in accordance with City policies and procedures, Arborist Safe Work Practices and Industry Best Management Practices, Standard Operating Procedures, legislative & regulatory requirements, and the current Collective Agreement.
2. Provide direct front line supervision and is responsible for providing operational work assignments, guidance, discipline and performance evaluations for staff.
3. Responsible to ensure adherence to health and safety regulations and procedures on work sites and at the Service Centre, in areas such as trimming, stumping, planting, removal, tree assessments, and hazard ratings. Conducts regular workplace, vehicle and equipment inspections, and holds regular safety meetings.
4. Coordinate contractors retained by the City by providing instruction, direction, enforcing health and safety regulations and adherence to the Corporation's specifications and policies. Verifies and processes all related invoicing.
5. Cooperation and coordination of work with outside agencies may be required.
6. Respond to interdepartmental requests for inspections and recommendations regarding both City owned and privately owned trees according to City policy and bylaws.
7. Responsible for coordination and scheduling of personnel, equipment, and materials for regular and emergency work, as well as overtime activities.
8. Responsible for the preparation of daily activity sheets, reports, summaries, and documentation related to preventative and emergency activities. Report progress on key performance indicators and on meeting established levels of service.
9. Respond to public requests, inquiries and complaints regarding-Forestry Services operations.
10. Monitor, record, and report on relevant tree conditions to generate work orders for correction of noted deficiencies.
11. Participate as a member of the Roadways Management Team to continuously improve efficiency, effectiveness and employee relations within the section.
12. Other related duties as assigned.

POSITION REQUIREMENTS:

- Minimum is a college diploma in Forestry or the equivalent in education and experience.
- Must possess EUSA certification.
- Must possess certification in a Management Training Program at the post secondary school level.
- Valid Class “DZ” driver’s license.
- ISA Certified Arborist designation (or willing to obtain).
- Tree Risk Assessment Qualification / Certification (or willing to obtain).
- At least five (5) years experience in Practical Urban Forestry Maintenance.
- Minimum three years (3) of supervisory experience within a unionized environment.
- Working knowledge of MS Word, Excel, Outlook, and computerized management systems (e.g. Cartegraph) considered an asset.