



URBAN FOREST TECHNICIAN ASSISTANT

NATURE OF WORK: Environment and Sustainability is seeking an individual with an urban forestry/biology/environmental studies background, to work on urban forest management. This position will report directly to the Forest and Environmental Officer.

Casual 60-week winter/spring position – Support urban forest management programs including the Tree Protection Bylaw, tree inventory database and public tree inquiries. Based mainly out of Victoria Park.

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

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Forest and Environmental Officer.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Ensures they are following health, safety policies in the workplace.
- Assists with street and park tree inventory.
- Tree Protection Bylaw support including development permits application reviews and tree ownership verification.
- Assists in the implementation of urban reforestation projects, including tree planting events.
- Carries out tree planting, pruning and maintenance activities.
- Monitors and manages for invasive insect and plant species.

REQUIRED COMPETENCIES:

- Ability to work independently with good self-motivation.
- Good team player.
- Great organizational skills with attention to detail.

- Ability to work overtime to accommodate events as required.
- Communicates effectively, verbally and in writing.

REQUIRED QUALIFICATIONS:

- Education in Environmental Education, Forestry, Biology
- Good identification skills – trees, shrubs, herbaceous plants, ferns, wildlife.
- Knowledge of Microsoft Office programs and internet applications.
- Ability to conduct physical work in the outdoors, in all types of weather.
- Must be able to work independently.
- Valid driver’s license.
- Must be willing to have a Criminal Record Check.

COMPENSATION AND WORK TERM:

- This is a 60-week contract position
- Position will begin mid-March 2021
- This position will work 37.5 hours per week
- Rate of pay is \$18/hour

HOW TO APPLY:

Please submit a cover letter, detailed resume and references by e-mail. Your application must be clearly marked “**Application for Urban Forest Technician Assistant**” and **submitted by 12:00 PM, March 12, 2021** to HR@charlottetown.ca

Only those applicants selected for an interview will be contacted.