



FOREST AND ENVIRONMENTAL OFFICER

NATURE OF WORK: The Forest and Environmental Officer is responsible for the City's biological and environmental initiatives including the management of the urban forest (street trees, parks, natural areas, and woodlands); invasive species management, conservation of urban habitats and their flora and fauna; and related public education and awareness programs. The incumbent is the primary resource for the public, City Management and Council on related topics and programs.

This job description reflects the general details considered necessary to describe the primary 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 a classification.

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

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Manager of Environment and Sustainability.
- As this role is a cross-departmental position with responsibilities under Sustainability, Parks and Recreation, Public Works, and other departments as required, the incumbent will report directly to the Senior Leadership responsible for any specific work assigned outside of the Sustainability department.
- Acts as a primary resource to management and staff on forestry and environmental conservation.
- As a committed member of the City of Charlottetown team, the Forest and Environmental Officer will act as a positive role model for all employees throughout the organization.
- Works closely with the staff members of the Sustainability, Parks and Recreation and Public Works Departments.
- Develops and maintains close working relationships with department managers, supervisors, and all City employees to provide assistance with forestry and environmental conservation related matters.
- Develops and maintains relationships with service providers, external agencies, consultants and associated professional groups.
- Liaises with environmental and nature related organizations to ensure the health of the City's urban forest and natural areas are maintained.
- Deals with the public with integrity and in a professional and courteous manner.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Promotes and demonstrates the benefits of the City's urban forest and environmental initiatives.
- Works closely with the Senior Leadership to identify environmental issues and initiatives, research funding sources and applies for funding for environmental projects such as forest restoration, invasive species management, nature education programs and horticultural initiatives.
- Research best management practices for biological environmental/forestry related issues, develops management plans and directs the implementation of these practices.
- Writes and updates bylaws, policies and guidelines relating to the urban forest for Council consideration in collaboration with Senior Leadership.
- Works in collaboration with the Senior Leadership team to develop and lead the urban forest management programs within the City, such as: street tree inventory program, tree maintenance program, tree planting program, proactive invasive species management, woodland (parks and natural areas) program, urban forest monitoring program, reforestation and forest restoration programs.
- Supports the Manager of Environment and Sustainability and the Manager of Public Works in creating and managing operating budgets, capital budgets and project budgets related to forest and environmental initiatives.
- Acts as a resource for biological environmental issues such as urban forest and invasive species management, parkland conservation and nature education within the City.
- Serves as a contact for public inquiries pertaining to environmental, biological and forestry related programs and issues.
- Prepares presentations, reports, and recommendations on the urban forest for CAO, Senior Leadership, Standing Committees, and Council.
- Prepares and delivers presentations/workshops on urban agriculture, environmental and forestry related subjects for City residents and local organizations.
- Manages environmental/biological projects (i.e., winter roosting crow population) while working to protect and restore native species, woodlands, and natural areas within the City, under the direction of the department Manager.
- Develops and oversees educational outreach programs aimed at habitat conservation, native urban flora and fauna and respect for nature and parklands.
- Writes and/or directs the development of publications and newsletters to raise awareness on urban forestry, environmental issues, biological topics, urban agriculture.
- Participates in the hiring of seasonal/casual staff that deliver environmental and horticultural services.
- Provides direct supervision to environmental, horticultural and forestry personnel and carries out all associated responsibilities.
- Provides guidance to horticultural initiatives and evaluates program effectiveness.
- Develops content for and maintains the horticulture and environment sections of the City website.

- Leads cross-departmental projects related to environmental/biological/forestry for all City departments (i.e., Dutch elm disease, Miltonvale Well Field Project, Street and Woodland Tree Inventory).
- Performs other related duties, responsibilities and functions as assigned.

REQUIRED COMPETENCIES:

- Advanced verbal, and written communication skills and the ability to engage others.
- Demonstrated computer proficiency and advanced knowledge in the use of Microsoft Office software.
- Excellent judgment and the ability to handle highly sensitive and confidential data and situations with tact, professionalism, and discretion.
- Exceptional interpersonal skills paired with the demonstrated ability to build and maintain strong relationships with management, staff, and the public.
- A strategic and creative thinker with the ability to work with detailed processes.
- Advanced organizational and time management skills to meet frequent and aggressive deadlines.
- Ability to grasp concepts, methodologies, and approaches quickly and can develop and implement them effectively.
- Thorough and broad knowledge in the field of arboriculture, urban forestry, invasive species management, urban agriculture, educational outreach programs.
- Strong decision making and problem-solving skills with the ability to act independently.
- Excellent organizational and leadership skills; the ability to work as part of a team and lead projects with a variety of stakeholders.
- Excellent report writing skills, the ability to complete funding applications and a high level of attention to detail.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviors associated with a constructive culture and a commitment to health, wellness, and safety.
- Advanced, verbal communication skills paired with strong presentation skills and the ability to engage others.
- Working knowledge of corporate budgeting principles and the ability to apply financial and budgetary skills.
- Demonstrated ability and creativity to develop, plan, organize, and direct new programs.
- Ability to work overtime on occasion to accommodate evening meetings or events.

REQUIRED QUALIFICATIONS:

- A post-secondary degree or diploma from a recognized institution in biology, forestry, or a related field.
- Must be an ISA Certified Arborist or have sufficient work experience and qualifications needed to obtain certification in the first six months.

- A minimum of four (4) years of experience related to environmental biology or urban forestry.
- A minimum of three (3) years of supervisory experience is required.
- An equivalent combination of education and experience may be considered.

Salary: \$77,007.64 - \$90,597.98 as per the UPSE Collective Agreement

How to Apply:

Please submit a cover letter and detailed resume by e-mail to jobs@charlottetown.ca. Your application must be clearly marked “**Application for Forest and Environmental Officer**” and submitted by **January 28, 2024, at 4:00 PM**.

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive working environment where every person feels empowered to contribute. The City encourages applications from underrepresented groups including all designated equity groups with the skills and knowledge to productively engage with diverse communities. If you require an accommodation in any part of the recruitment process, please direct your inquiries, in confidence, to jobs@charlottetown.ca or by calling 902-629-4110.