



Assistant Planner – Urban Forestry

Job Classification Title	ASSISTANT PLANNER URBAN FORESTRY
Job ID #	10500
Division & Section	Parks, Forestry & Recreation , Urban Forestry
Work Location	North York Civic Centre 5100 Yonge St, Scarborough Civic Centre 150 Borough Dr, and Booth Yard, 50 Booth Ave.
Job Type	9 - month Contract
Salary/Rate	\$37.06-\$40.59 / Hour
Shift Information	Monday to Friday, 35 Hours per Week
Number of Positions Open	5
Posting Date	September 8, 2020
Closing Date	October 7, 2020

Major Responsibilities:

- Receives and creates tree permit application files; develops and maintains effective client relations, liaises with City staff, arborists, construction contractors, and the general public, representing the City interests and providing service in processing applications, inspections or investigations.
- Provides support at the Urban Forestry customer service counter, receiving applications and fee payments, processing receipts, reviewing drawings, consulting on applications, conveying information related to by-laws, application process, protection specifications, etc.
- Reviews and evaluates applications for Development Review, construction proposals and other development projects, checks for conformity with applicable tree protection legislation and policies, and makes recommendations to Urban Forestry Planner.
- Meets with Landscape Architects, developers, various City departments, elected officials and the public to assess possible impacts of proposals, i.e. landscape plans, tree removals, and resolves problems related to proposals.
- Conducts various site meetings to review potential by-law infractions.
- Conducts site examinations to ensure landscape construction complies with approved plans such as approved permit application, development applications and tree protection requirements.
- Investigates, analyzes, and reports on urban forestry matters relative to the City's Urban Forestry by-laws.
- Provides technical and professional support for forestry projects and programs, as related to by-law enforcement, forest management and development of forestry policies, practices, standards and specifications.
- Identifies files where there is a potential problem, takes initial steps to solve problems and arranges meetings for conflict resolution.
- Prepares correspondence and reports with recommendations on urban forestry issues.
- Responds to information requests and attends public meetings to provide and obtain information.
- Assists with the preparation of statistical reports.

Your application must describe your qualifications as they relate to:

1. Post-secondary degree in Forestry or the equivalent combination of education and experience.
2. Considerable experience in urban forestry.
3. Experience protecting trees from construction and assessing impact.
4. Experience reading and interpreting technical drawings and plans.
5. Experience utilizing a computer and a variety of software packages, including Microsoft Word and Excel.
6. Possession of, and ability to maintain, a valid Province of Ontario, Class "G" Driver's Licence, and qualify for the City's equipment operating permit and requirements.

You must also have:

- Detailed knowledge of the City of Toronto Tree By-laws and their interpretation and application.
- Ability to read and interpret construction plans and arborist reports in order to determine their compliance to Tree By-laws and Urban Forestry tree planting and protection requirement policies.
- Ability to conduct detailed tree assessments, including structural valuation; health and viability; hazard condition; appropriateness of context, location and species; and related factors.
- Good judgement, problem-solving and decision-making skills with regard to the determination of City Tree By-laws and tree policy application administration.
- Ability to plan, organize and manage multiple projects/assignments with competing deadlines.
- Ability to write clear, grammatically correct reports and accurate responses to permit applicants.
- Ability to use a computer and handheld device, with good keyboarding skills and proficiency in the use of standard spreadsheets, word processing, computer graphic and database software. Knowledge of, and experience with, TMMS is an asset.
- Additional certifications or qualifications are an asset, such as RPF, ISA Certified Arborist.
- Good communication skills with the ability to interact with clients, staff and the general public in an efficient and diplomatic manner, both verbally and in writing, including the ability to handle challenging clients and service situations, including conflict resolution.
- Knowledge of applicable workplace legislation and policies as it pertains to workers, including the Occupational Health and Safety Act and Regulations, the City of Toronto Human Rights and Anti-Harassment Policy, the City of Toronto Conflict of Interest Policy, and the Toronto Public Service Mission, Values and Ethics Guide.

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How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at <https://jobs.toronto.ca/jobsatcity/>. To apply online, submit your resume, quoting **Job ID 10500**, by **October 7, 2020**.

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Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).