



UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Application Instructions

Thank you for your interest in the following full-time position at the United Counties of Stormont, Dundas and Glengarry in the Transportation Services Department:

FORESTRY COORDINATOR

This package contains the following documents:

1. Job Advertisement
2. Job Description
3. The References and Applicant Authorization Form - This form is a separate link in the job posting on our website.

Please follow the instructions carefully:

1. Your application package **must** include:
 - a. a cover letter (one page maximum);
 - b. resume; and
 - c. the completed references and applicant authorization form.
2. E-mail your application package as one document in pdf format to jobs@sdgcounties.ca before the deadline indicated below.
3. Subject line of the e-mail must contain: **Forestry Coordinator**

Applications will be received by e-mail until 12:00 noon on Monday, August 8, 2022.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.



Forestry Coordinator

The United Counties of Stormont, Dundas and Glengarry (SDG) is located along the St. Lawrence River in the south-eastern corner of Ontario. SDG is “Where Ontario Began”, and is rich in heritage, tradition, and culture with an abundance of historical sites, great events, and beautiful attractions. With a population of 65,000, SDG is primarily rural yet close to urban centres such as Cornwall, Ottawa, and Brockville.

The County is presently accepting applications for the full-time position of **Forestry Coordinator**. Reporting to the Director of Transportation Services, the Forestry Coordinator is responsible to oversee the overall management of the SDG County Forests and promote and support various forestry and environmental related initiatives within the region.

Main duties include but are not limited to:

- Plan, direct, control and have overall responsibility for the County Forest inventory according to applicable operational and management plans. Establish, administer, and monitor operational, capital budgeting and preventative maintenance activities.
- Respond to day-to-day issues and resolve concerns as it relates to the County Forest and forestry/environmental issues within other County properties. Regularly inspect the forest compartments and work with new and/or established stakeholders to ensure that the strategic direction of the organization continues to be advanced.
- Promote County Forests and actively engage and present to local partners, stakeholders, the public and County Council to further the environmental goals of the organization. Responsible for the review and development of policies related to sustainable development of forest resources within the region.
- Create and maintain a forest use policy to help guide and balance the needs of the various forest users. Take steps to further the overall value of the County forests through strategic investments, land donations and acquisitions
- Use expertise and available resources to support Transportation’s Operational staff. Review and provide guidance with respect to roadside trees (e.g., health assessments), coordinate and take responsibility for roadside hazardous tree removal (e.g., preparing tenders, supervising contractors or providing support and guidance to staff), assist with timber-related training for staff and coordinate the County’s roadside tree planting and other environmental initiatives.
- Act as the County’s Weed Inspector as prescribed by the Weed Control Act. Investigate complaints or infractions under the Weed Control Act. Complete property inspections and identify weeds to determine if an infraction is present and address infractions in accordance with applicable legislation. Provide advice and assistance to persons requesting weed identification or weed management options. Maintain a thorough knowledge of local crop and weed problems.
- Create develop, maintain, and update databases, reports, and complete funding applications. Have a good understanding of the County’s Forest inventory and recommend programs, partnerships and investments which create value.
- Undertake special projects, complete research assignments, and make recommendations to achieve process improvements and/or efficiencies. Support the execution of best practices and enhancements from conceptual stage to implementation.
- Participate in public relations activities and sit on various forestry and environmental committees. Develop and enhance relationships with Indigenous communities and seek partnership opportunities when possible.
- Respond to and address emergencies or other health and safety issues which may impact the public’s use of the County Forest. Follow health and safety policies and procedures and report any non-compliance or possible safety risks.
- Participate in programs, conferences, courses or other related activities that foster professional and technical development where applicable and approved.

Qualifications:

- A post-secondary education in forestry or natural resource management with experience in forest resource management.
- Eligibility in the Ontario Professional Foresters Association would be considered an asset.
- Sound knowledge of local flora and fauna with three to five years of progressively responsible experience in a comparable position.
- Excellent oral and written communication skills and experience in GIS, Microsoft Office and other computer software.
- A valid driver's licence is required.
- Ability to provide a current satisfactory Criminal Record Check.
- Ability to provide a current satisfactory Driver's Abstract.

In accordance with SDG County's *Vaccination Verification Policy Coronavirus (COVID-19)*, all new hires will be required, as a condition of employment, to provide proof of COVID-19 full vaccination status as defined by the Ontario Ministry of Health.

2022 Salary Range: \$64,140 to \$73,304 with full benefit package and pension

Location: County Administrative Office, 26 Pitt Street, Cornwall, ON

Interested and qualified candidates are invited to visit our website at www.sdgcounties.ca to obtain the complete instruction package on how to apply. **Applications will be received by e-mail until 12:00 noon on Monday, August 8, 2022.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information received in this application will be used solely for employee selection purposes and will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We will accommodate the needs of applicants under the Human Rights Code during the hiring process.

POSITION DESCRIPTION

UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY

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| Title: Forestry Coordinator | Reports to: Director of Transportation Services |
| Department: Transportation Services | Job Class: 5 |
| Date Approved: July 2022 | Revised: |

POSITION PROFILE:

The County Forestry Coordinator is responsible to oversee the overall management of the SDG County Forests and promote and support various forestry and environmental-related initiatives within the region.

KEY DUTIES/RESPONSIBILITIES/ACTIVITIES

Plan, direct, control and have overall responsibility for the County Forest inventory according to applicable operational and management plans. Establish, administer, and monitor operational, capital budgeting and preventative maintenance activities.

Respond to day-to-day issues and resolve concerns as it relates to the County Forest and forestry/environmental issues within other County properties. Regularly inspect the forest compartments and work with new and/or established stakeholders to ensure that the strategic direction of the organization continues to be advanced.

Promote County Forests and actively engage and present to local partners, stakeholders, the public and County Council to further the environmental goals of the organization. Responsible for the review and development of policies related to sustainable development of forest resources within the region.

Create and maintain a forest use policy to help guide and balance the needs of the various forest users. Take steps to further the overall value of the County forests through strategic investments, land donations and acquisitions

Use expertise and available resources to support Transportation's Operational staff. Review and provide guidance with respect to roadside trees (e.g., health assessments), coordinate and take responsibility for roadside hazardous tree removal (e.g., preparing tenders, supervising contractors or providing support and guidance to staff), assist with timber-related training for staff and coordinate the County's roadside tree planting and other environmental initiatives.

Act as the County's Weed Inspector as prescribed by the *Weed Control Act*. Investigate complaints or infractions under the *Weed Control Act*. Complete property inspections and identify weeds to determine if an infraction is present and address infractions in accordance with applicable legislation. Provide advice and assistance to persons requesting weed identification or weed management options. Maintain a thorough knowledge of local crop and weed problems.

Create develop, maintain, and update databases, reports, and complete funding applications. Have a good understanding of the County's Forest inventory and recommend programs, partnerships and investments which create value.

Undertake special projects, complete research assignments, and make recommendations to achieve process improvements and/or efficiencies. Support the execution of best practices and enhancements from conceptual stage to implementation.

Participate in public relations activities and sit on various forestry and environmental committees. Develop and enhance relationships with Indigenous communities and seek partnership opportunities when possible.

Respond to and address emergencies or other health and safety issues which may impact the public's use of the County Forest. Follow health and safety policies and procedures and report any non-compliance or possible safety risks.

Participate in programs, conferences, courses or other related activities that foster professional and technical development where applicable and approved.

Perform other duties as directed by the Director of Transportation Services.

WORK RELATIONSHIPS

Report to the Director of Transportation Services and liaise with other Transportation Services staff and County staff as required. Frequently collaborate with external contractors and stakeholders. Liaise with the public, local municipal staff and other parties

WORK DEMANDS/STRESSES

Operate in an environment with changing deadlines and priorities. Be comfortable with presenting in front of large groups and working independently outside. Balance the demands of various stakeholders and respond to complaints and concerns from the public. Maintain professional and positive relations. Be prepared to respond to emergencies. Some weekend and "off-hour" work will be required.

EDUCATION/EXPERIENCE/APTITUDES

A post-secondary education in forestry or natural resource management with experience in forest resource management. Eligibility in the Ontario Professional Foresters Association would be considered an asset. Sound knowledge of local flora and fauna with three to five years of progressively responsible experience in a comparable position. Excellent oral and written communication skills and experience in GIS, Microsoft Office and other computer software. A valid driver's license is required.

SALARY RANGE & CLASSIFICATION

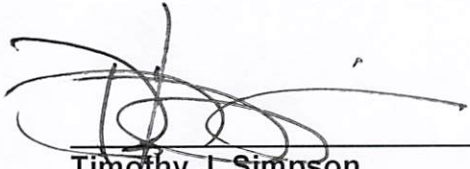
Non-union, 12-month full-time position at 35 hours per week. Job Class 5 per Salary Grid with annual salary being determined based on the experience, education, etc. of the chosen candidate.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*

July 2022



Benjamin de Haan
Director of Transportation Services



Timothy J. Simpson
Chief Administrative Officer