

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

(HYBRID) FOREST ASSISTANT

TEMPORARY FULL-TIME (6-month contract)

Job ID: C65-26

Location: Hybrid – Remote and Museum of Dufferin, 936029 Airport Road, Mulmur County Forest sites

Job Type: Temporary Full-Time (Non-Union)

Deadline to Apply: 4:30 p.m. on September 14, 2026

Vacancy Type: Current Opening

Reporting to the County Forest Manager, the County Forest Assistant is responsible for assisting in the development and management of the Dufferin County Forest for conservation, economic, and recreational purposes. Primary duties include assisting with the monitoring and managing of recreational use of the lands; promoting the County Forest; providing advice and educational outreach to various stakeholders, including members of the public; assisting with the planning and implementing of harvest schedules; and assisting with all aspects of the forest management and operating plans.

What we can offer YOU!

- A competitive hourly wage ranging between \$39.56– \$46.40 (January 1, 2026 Non-Union Pay Grid);
- Hybrid work arrangements
- Eligible to enroll in OMERS pension plan
- Access to Perkopolis; discount, reward and benefits program
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

What you'll do

- Plan and implement projects to preserve the ecological value of the Dufferin County Forest and ensure its sustainability and regeneration
- Develop plans for planting and growing new trees, monitor trees for healthy growth, and assist with determining optimal harvesting schedules.
- Conduct inventory of stands to be harvested and monitor harvesting operations
- Assist with the preparation of silvicultural prescriptions for stands to be harvested
- Assist with monitoring tree marking contract
- Inventory, monitor, and control invasive species
- Inventory and monitor species at risk and support the conservation of wildlife habitats
- Collect, manage, analyze, and present geospatial data through the development and maintenance of maps, databases, and other geospatial tools which support forest management
- Respond to public inquiries regarding recreational use of the County Forest and provide "on-the-ground" contact with Forest users
- Monitor recreational activities in the Forest, including hunting
- Assist with monitoring and maintaining signage, garbage bins, and other infrastructure in the County Forest, and arrange maintenance for all gates
- Participate in local events to promote the County Forest (e.g., home shows)
- Assist in identifying new opportunities for promoting the Forest and engaging in educational outreach
- Prepare educational content about the County Forest for the Dufferin County website and as needed for other initiatives

- Update and maintain the Dufferin County Forest & Rail Trail web pages
- Respond to complaints received from people whose agricultural or horticultural use of their property is affected by the spread of noxious weeds
- Investigate complaints received and physically visit the site to assess the complaint and determine the course of action to be taken.
- Issues notices and/or orders to destroy weeds in accordance with the Weed Control Act 1990
- Contact contractors to cut or treat weeds in accordance with the County's Weed Control Program
- Identifies and locates noxious weeds. Inspect roadside and ditches for noxious weeds.
- Assist in the preparation of annual management plans and operating plans for the Country Forest, including associated public consultation
- Assist in preparation of reports/memoranda as needed for supervisors, senior management, Infrastructure and Environmental Services Committee, and County Council
- Provide technical tree-related advice to staff in the Public Works department
- Other duties as assigned

What you'll bring

- University degree or college diploma in Forestry or a related field with equivalent experience
- BScF, Bachelor of Science in Forestry is considered an asset
- Registered Professional Forester (R.P.F.) designation or the ability to acquire designation within one year
- One year of related work experience
- Experience working in the Great Lakes-St. Lawrence Forest considered an asset
- Experience working in a municipal environment considered an asset
- Knowledge of current forest management practices and guidelines
- Strong interpersonal and communication skills; able to communicate effectively and tactfully with internal staff, community stakeholders and members of the public
- Excellent customer service skills, with demonstrated problem-solving ability
- Presentation and writing skills; able to prepare written reports and work plans
- Strong computer skills with proficiency in Microsoft Office suite
- Knowledge of the Weed Control Act 1990 and ability to identify noxious weeds prescribed in this Act
- Knowledge of the Pesticide Act and appropriate herbicides for controlling noxious weeds
- Valid Class G driver's license and access to reliable transportation required
- Clear criminal reference check

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:
<https://recruiting.ultipro.ca/COR5111CCOD/JobBoard/9cb23a5e-5b79-42a8-9922-562d830c2091/Opportunity/OpportunityDetail?opportunityId=972c902f-efb6-4b63-bc00-4ff16490dc25>

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by September 21, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

