



Inlailawatash Limited Partnership (Operated by its General Partner, Inlailawatash GP Ltd.)
3178 Alder Court, North Vancouver, B.C., V7H 2V6
Tel: 604.924.4169 Fax: 604.929.4158
www.inlailawatash.ca

2025-10-29

Vegetation Management Coordinator

Type: Full-Time, Permanent

Reports to: Manager, Vegetation Management

Program: Vegetation Management

Location: North Vancouver

About Us: Established by Tsleil-Waututh Nation, Inlailawatash Limited Partnership (ILP) is an innovative and growing Indigenous-owned company providing a range of natural and cultural resource services to Indigenous and crown governments, utilities, private sector businesses, and non-profit organizations. ILP is an interdisciplinary firm with several departments engaged in Utilities Vegetation Management, Forestry, Ecosystem Services, Archaeology, GIS, Fisheries, and Indigenous Community Support. ILP prioritizes respect for Indigenous and environmental values throughout its business endeavours.

Visit www.inlailawatash.ca for more details.

Job Summary:

The role of the Vegetation Management (VM) Coordinator is to help coordinate day-to-day operational activities and provide ongoing support to the business processes of ILP's VM Department, including reporting, coordination support, operations supervision, and liaising with clients. Working closely with Crew Leads and the VM Office Administrator, the VM Coordinator supports the General Foreman and Management in the coordination of all operational and strategic aspects of the VM Department, ensuring robust systems are in place to facilitate sound decision-making and efficient workload management.

ILP has a crew of ten Certified Utility Arborists (CUAs), Apprentice Utility Arborists (AUAs) and Saw Operators. ILP is a primary contractor for BC Hydro's (BCH) Transmission Vegetation Management Program, primarily operating in the North Shore – Pemberton (NSP) Region. ILP's Vegetation Management Program also incorporates work for other clients (e.g., Independent Power Producers, developers, municipalities etc.), including works on-reserve for Tsleil-Waututh Nation; ILP also works closely with partners and subcontractors on other projects where arborist services are required. Involvement in industrial forestry operations and/or other capital projects may occur from time to time.

The VM Coordinator is a dynamic role that is intended to balance office work and field work. Supported by Crew Leads and the VM Office Administrator, the VM Coordinator will undertake various fieldwork while effectively managing their time to assist and/or oversee the coordination of crew scheduling, systems implementation, various reporting requirements, quality control and the general functioning of ILP operations.

The role requires a high degree of independence, professionalism, an ability to work autonomously with minimal direction, excellent time management capabilities, and effective communication skills. This is a management-track position with room for career growth and professional development – the successful applicant will be coached to eventually take over some or all aspects of the management of ILP's Vegetation Management Program.

Key responsibilities:

- Together with the General Foreman and Crew Leads, manages crew schedules and assigns tasks and daily/weekly responsibilities, including assigning daily responsibilities and tasks to crews, and designating Crew Leads for certain job sites.
- In collaboration with the General Foreman, conducts specialized fieldwork as necessary, focusing on quality control and inspections, as well as more specialized aspects of VM Department work including danger tree assessments, patrolling and prescription development, and other work related to ongoing ILP business development initiatives. May work closely with the Urban Forester and Forestry Manager in some aspects of certain projects.
- Works with CUAs and other key staff on an ongoing basis, keeping them apprised of project requirements.
- Provides ongoing assistance with logistics, ensuring crew safety and efficiency.
- Supports the General Foreman, Manager, the VM Office Administrator and/or their designates in the delivery of BCH transmission vegetation work packages, including:
 - Desktop review of new work packages to identify priority work,
 - Field visits to review new work packages with assistance from the CUAs,
 - Ongoing site safety and quality inspections of Inlailawatash crews, partners, and subcontractors, and
 - Preparation of inspection reports, weekly and quarterly summary reports, including their submission to BCH.
- Provides oversight to and occasional direction to the running of the crew trailer, saw shop, and all crew equipment and vehicles, including maintenance, upkeep and documentation. Will work with the General Foreman, VM Office Administrator and Crew Leads to ensure processes are in place to facilitate equipment tracking and purchase requirements. The VM Coordinator will delegate related tasks to junior staff accordingly and as appropriate.
- In tandem with the Crew Leads and VM Office Administrator, and supported by the General Foreman, is responsible for daily check ins/outs with the crews, timely timesheet completions, timely submissions of incident reports and Good Catches.
- The VM Coordinator may be expected to undertake the full-time supervision of a junior staff member as a component of their job duties, if, at the discretion of Management, such an arrangement is required.
- Liaise with existing and potential clients to advise on and develop work prescriptions and plans.
- Assists generally in the development of forms and checklists to help with crew organization and scheduling.
- Assists in facilitating internal crew training and professional development.
- Works with the Health and Safety Office to ensure key elements of the company's Health and Safety Program relevant to the VM Department are implemented.
- Provides project coordination support for multi-disciplinary projects involving the Ecosystem Restoration and Forestry Departments, as required.

Qualifications and skills:

Education/Experience

- Undergraduate degree or technical diploma in forestry, natural resource management, or related field, AND at minimum three years' experience working in utility vegetation management or operational forestry. Registration with Forest Professionals BC (RFT or RPF) or immediate eligibility for registration (i.e., within three months of employment) is a definite asset.



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- Interest in First Nations cultural and environmental values and stewardship is essential; past work with First Nations is considered a definite asset.
- Experience in arboriculture, specifically field work (falling, climbing, bucking, running a chainsaw) is considered a definite asset.
- Experience in operational forestry (cutblock and road reconnaissance and layout, site planning and data collection, logging supervision, post-harvest surveys, reforestation, silviculture, permit applications and referrals etc.) is considered a definite asset.
- Valid class five (5) driver's license.

Technical Skills

- Robust planning and organizational skills; detail oriented and meticulous where it counts.
- Experience in working with and managing field crews; previous experience consulting, or managing consultants, is an asset.
- Knowledge of BCH online data collection systems (e.g., VegNet) and online mapping systems (e.g., ArcGIS Field Maps), or at least a strong familiarity with similar systems, is mandatory; strong technical skills related to software and hardware used in the field will be required to coach staff and help troubleshoot issues they may have.
- Excellent communication skills, possessing a demonstrated commitment to professionalism.
- Strong awareness of the importance of safety; ability to develop and implement safety protocols and procedures in coordination with work crews and the ILP Safety Officer.
- Experience using Microsoft Office software (i.e., Word, Excel, PowerPoint, SharePoint, Teams, etc.).
- Basic First Aid (former OFA Level 1) and Transportation Endorsement, and/or willing to take the courses within three months of employment.
- Confidently drives a 4X4 on backroads and is experienced in navigating through the woods off trail. Experience operating Off-Highway Vehicles such as ATVs and UTVs is an asset.

Personal Attributes

- Thrives in a constantly changing environment, with a proven ability to handle a range of tasks and responsibilities.
- Strong interpersonal skills, possessing emotional intelligence and tact in building and maintaining relationships.
- Identifies, analyzes and resolves problems in a timely manner using a reasoned approach.
- Proactively takes ownership of projects and independently drives them forward – is a self-starter.
- Comfortable working in an office-based role combined with site-based time outdoors that involves some physical demands.

Working Conditions:

Physical

- Extensive outdoor work in various weather conditions, including rain, snow, and heat.
- Frequent walking, standing, and navigating uneven terrain at work sites.
- Frequent lifting and carrying of field equipment and materials up to 50 lbs.
- Possible exposure to contaminants (e.g., fuel) requiring proper handling and cleanup.
- Use of personal protective equipment (PPE) such as boots, gloves, and safety gear.



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Psychological

- Attention to detail required for accurate field observations and reporting.
- Ability to focus and remain organized while handling multiple tasks in a dynamic environment.
- Critical thinking skills; will assess environmental conditions and recommend appropriate safe work actions.
- Ability to remain calm, composed, and professional while addressing unexpected challenges in the field.

Travel: Approximately 50% office based; 50% travel / field work. Greater or lesser amounts of field work may be required from time to time depending on the nature of ongoing projects and the season. Occasional overnight stays may be required for jobs outside of the Lower Mainland.

Note that frequent field work will require some extended time spent in the field in urban, rural, and wilderness areas, depending on project needs and the season. Frequent exposure to all weather conditions and occasional work in or around industrial settings will be required, from time to time. Must be able to hike with a lightly weighted backpack (up to 20 lbs) over rough terrain in wilderness areas. Some exposure to wild animals, dogs, and irate members of the public is possible.

Working Hours: 40 hours per week minimum, overtime as required.

Expected Start Date: January 5, 2026

Compensation: \$78,500.00 – 85,000.00 Annually (\$37.74 - \$40.87 per hour); Plus, Extended Health Benefits & Pension Plan.

Apply by emailing your cover letter and resume to employment@inlailawatash.ca.

Please use subject line: VM Coordinator - Last Name, First Name (e.g., VM Coordinator – Riviera, Peter).

Applicants of Indigenous ancestry are strongly encouraged to apply.

We thank you for your interest in advance. Shortlisted candidates will be contacted; others will be kept in our database for future consideration.