

July 20, 2021

## Program Manager, Forest Conservation #26999 (Program Manager, Forestry)

**DEPARTMENT:** Environmental Services Department  
**BRANCH:** Environmental Promotion and Protection Branch

Salary: \$100,633 to \$114,288 annually

**LOCATION:** 145 Harry Walker Parkway, Newmarket  
**STATUS:** Permanent Full-Time  
**START DATE:** Immediate

This is a Replacement  
Non-Union position

### POSITION PURPOSE

Reporting to the Manager, Natural Heritage and Forestry, the Program Manager will be leading the development and implementation of programs related to the protection, conservation and management of the Regions urban and rural forest resources, including the sustainable management of the York Regional Forest; overseeing the development and implementation of the Invasive Species Program and the administration, and enforcement of the Forest Conservation Bylaw. You will also contribute to implementation of the Urban Forest program and Greening Strategy.

### MAJOR RESPONSIBILITIES

- Takes a lead role in the development and implementation of strategic program initiatives related to sustainable management of the Regions forest resources including the York Regional Forest, Invasive Species Program and Forest Conservation Bylaw.
- Supervises staff, including recruitment, selection, hiring, scheduling, assigning and monitoring work, determining training and development needs, coaching and mentoring, conducting performance appraisals and determining/recommending disciplinary action up to and including dismissal in accordance with collective agreements, Regional policies and practices.
- Reviews and analyses existing programs and processes for opportunities for improvement; provides technical support for the evaluation, design and implementation of changes.
- Manages and coordinates consultants, tender processes and contracts and ensures conformance to design and contract guidelines.
- Oversees silvicultural management of the Regional Forest, including preparation of management and operating plans, and implementation of monitoring programs.
- Develops, implements and monitors best practices for the sustainable management of the Regional Forest.
- Oversees the Forest Stewardship Council Certification of the Regional Forest, including leading annual and re-certification audits and responding to the results of audits.
- Oversees the development of policy, refinements, updates and compliance and enforcement for the administration of Region bylaws relating to the urban and rural forests.
- Coordinates, administers and updates the Regions Forest Conservation Bylaw including education and stewardship initiatives.
- Coordinates the Invasive Species Program including the development and implementation of invasive species management plans, projects and actions.
- Assists the Manager, developing multi-year business/work plans and developing service plans and staffing.

### QUALIFICATIONS

- Successful completion of a University Degree in Forestry or related field or approved equivalent combination of education and experience.
- Minimum three (3) years' experience in urban or rural forestry, preferably in a municipal environment with responsibilities for planning, contract administration, maintenance and planting operations, project management, enforcement and demonstrated minimum of one (1) year of direct supervisory experience.
- Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness, and demonstrating resiliency.
- Knowledge of budget preparation, financial management of operational programs/projects including monitoring and control.
- Knowledge of urban forestry best practices in relation to the planning, planting and maintenance of trees and other vegetation, including invasive species management.
- Knowledge of forest management planning and silvicultural systems commonly used in southern Ontario, and forest certification.
- Knowledge to interpret Engineering road related drawings, development proposals and plans in the context of vegetation protection and streetscaping.
- Knowledge of forest and tree bylaw administration or other related environmental compliance.
- Valid Ontario Class "G" driver's licence free of serious offences under the Highway Traffic Act.

Please apply online by **August 9, 2021 at 4:30 p.m.** As an alternative, you can apply via e-mail to [careers@york.ca](mailto:careers@york.ca)  
All job vacancies are recorded on a 24-Hour Career Line and may be accessed by calling 1-877-464-9675 ext. 75508.  
We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.

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