



# **KAWARTHA CONSERVATION**

## **Forestry & Landowner Services**

### **The Position**

Responsible for organizing and leading the advancement of the forestry landowner services programs including liaising with clients and partners, developing and coordinating private land tree planting projects, supporting the preparation of forestry management plans on conservation lands, organizing the annual tree seedling sale, and contributing to the strategic goals and advancement of the department.

### **Our ideal candidate**

Will have the freedom to make independent management and technical decisions within the scope of your expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provide advice and recommendations to the Director, Stewardship and Conservation Lands on all other matters such as strategic initiatives, programs, work plans and budget matters, and technical issues beyond the scope of your expertise.

### **Key Responsibilities**

#### *Client and Customer Service*

Demonstrate and model exceptional customer service to both internal and external clients; promote Kawartha Conservation and act as an ambassador for programs and projects; model solution driven behaviour.

- Establish and maintain strong relationships and partnerships that develop and enhance service delivery.
- Adhere to guiding policies and procedures to support the implementation of programs and services.
- Develop and lead special projects as they relate to the department to the benefit of our partner communities and municipalities.

#### *Administration and Project Management*

Demonstrate a motivated and adaptable working style that supports the Stewardship and Conservation Lands team by contributing to department and organizational goals; demonstrates strong project management skills and work planning practices; develops strong working relationships with team members and partners and facilitates collaboration and problem solving; supports a dynamic team environment with a balance of creative thinking and attention to detail to ensure projects and programs delivered in an effective and efficient manner with a high level of customer service.

- Develop annual workplans and contribute to department wide work planning to optimize teamwork.
- Participate in the annual budget process for the department, providing information and recommendations to the Director on annual workplans, targets, and funding
- Identify opportunities to expand program delivery through program or service expansion. This includes identifying and applying to different funding programs.



- Optimizes customer service through continuous improvements to departmental processes, tools, and communications.
- Manage, develop, and update databases relevant to the department.

### *Technical*

Demonstrate a creative and solution driven working style that supports the achievement of strategic and departmental goals; demonstrates knowledge of the 50 Million Tree program, 2 Billion Tree program and the key aspects of the role of a PDA; develops strong relationships with landowners, partners, and contractors to ensure successful programs; possesses a creative mind for develop and expanding program deliver services.

- Coordinate the implementation of private land tree planting services to ensure the organization achieves its business commitments. This will include providing landowner support, drafting reports, liaising with external partners, and securing funding.
- Provide input and technical support to habitat restoration projects on Conservation Lands. This will include planting species at risk, managing invasive species, and overall forest management plans.
- Coordinate the annual over the counter tree seedling sale. This will include negotiating and securing seedling stock, liaising with landowners and providing technical advice, promoting and managing all aspects of the program.
- Delivering community planting events on public and private land. Developing program partner relationships, identifying and securing planting sites, liaising with municipal partners, and securing funding.

### *Health & Safety*

Adheres to all health and safety policies as set out by the organization; demonstrates an understanding of the Occupational Health and Safety Act and actively works to support a safe workplace for themselves and others.

- Participate in all health and Safety related courses and training as assigned.
- Minimize Health and Safety hazards and risks with work activities. Report safety hazards to the Director, Stewardship and Conservation Lands.
- Actively participate in the implementation of Health and Safety workplace initiatives and programs.

## **Skills and Expertise**

- Post-secondary education in Forestry, Ecosystem Management, Natural Resource Management or other similar program
- Three (3) years demonstrated experience in tree planting, forest management and urban forest practices
- Demonstrated experience in Project Management and program administration
- Working knowledge of the 50 Million Tree Program and others
- Exceptional Oral and written communication skills
- Experience in program or project development
- Demonstrated success in the drafting of funding proposals for projects



- Demonstrated Client services and teamwork skills
- Experience in liaising with community groups, municipal and other levels of government
- Valid Chainsaw Certification
- Expertise in site requirements, and species identification as it pertains to forestry practices
- Valid Pesticide applicators license an asset
- Valid M.T.O. driver's license, clean driving record
- First aid certification or a willingness to acquire

## Working Conditions

- Outdoor work, occasionally in inclement weather conditions, in a variety of urban and rural landscape situations
- Office and administrative work
- Hours may vary due to site locations and landowner availability
- Working occasional weekends and evenings will be required to attend various stakeholder meetings or other community events
- Travel required throughout the watershed
- Working with the public, all ages
- Occasional lifting of equipment, digging and planting
- Mandatory adherence to safety policies & practices
- Significant time will be spent on the computer
- High level of concentration required

## What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Has an office amid our beautiful Ken Reid Conservation Area where you are surrounded by nature.

## Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all our decision making, we will:

- Act with Integrity
- Value Knowledge
- Promote Teamwork
- Achieve Performance Excellence
- Foster Innovation