

FORESTRY COORDINATOR

Organization:	Grey Sauble Conservation Authority
Office Location:	Georgian Bluffs/Owen Sound, Ontario
Job Term:	Permanent
Salary:	\$68,413-\$81,445 per year plus a generous benefits package
Closing Date:	April 8th, 2018

Are you a Professional Forester who is passionate about forests and sustainable forest management? Do you want to lead a department that provides sustainable management directly to 23,000 acres of forest, and delivers programs and services that support healthy forests across the watershed? Then come and join our team at Grey Sauble Conservation (GSC).

We are looking for an outgoing, skilled, energetic and organized department leader who has a passion for the outdoors. If you have a track record of setting goals, presenting well-considered options convincingly to decision-makers such as Boards of Directors and municipalities, and of implementing innovative programs then you will enjoy further building your career at GSC.

In Ontario Conservation Authorities are watershed-based. The GSC watershed spans five major river basins between the shores of Lake Huron and Georgian Bay and takes in some of the most picturesque and breathtaking views in Ontario. The GSC Administrative office is in the Municipality of Georgian Bluffs just south of the City of Owen Sound.

The Forestry Coordinator reports directly to the Chief Administrative Officer/General Manager. GSC is a progressive conservation authority that seeks to provide expert advice and services to its municipalities and others, and to work cooperatively with partners and stakeholders.

How to apply:

1. You must email your application to jobs@greysauble.on.ca or provide it in hard copy to the Grey Sauble Conservation Authority Administration Office. **It must be received by 11:59 EDT on the closing date.**
2. Your cover letter and resume combined should not exceed five (5) pages.
3. Customize your cover letter and resume to the qualifications and requirements listed, using concrete examples. We rely on the information you provide to us.
4. Please let us know if you require a disability-related accommodation.

Only candidates who are selected for further screening or an interview will be contacted.



JOB DESCRIPTION: Forestry Coordinator

Purpose of Position:

To lead and manage Grey Sauble Conservation's (GSC) own forests and more broadly GSC's forest-related programs, policies and strategies across the watershed such that GSC:

- Improves the health and diversity of GSC's and other forests and the habitats they provide, including promoting native forest species populations;
- Supports the local economy and forest-related industry through the management and sale of forest products;
- Seeks to protect native species and Species at Risk and control the spread of invasive species; and
- Supports GSC so it remains sustainable and service-driven.

To ensure that GSC's own forests enable and support the work of other departments, such as Lands and Habitats, Water Management, and Conservation Education.

Reporting Relationship:

Reports to the Chief Administrative Officer

Job Requirements:

a) Education, License(s), and Accreditation

- Graduation from a university program in forestry or a related field.
- Designation as a Professional Forester by the Ontario Professional Foresters Association (OPFA), or the ability to become designated within one year.
- Valid Ontario Class G Drivers License.
- Certified Tree Marker.
- Pesticides Act Exterminator Technician Certificate and ability to obtain a Pesticide Operator License on behalf of GSC.
- Managed Forest Plan Approver credential for the Ontario Managed Forest Tax Incentive Program.

b) Technical Knowledge and Experience

- Minimum of 10 years experience in forest management, including delivery of all facets of sustainable forest management.
- Minimum of 5 years experience in a supervisory capacity, including developing and continuously improving the programs and/or services delivered.
- Knowledge of the principles and practices of sustainable forestry, including current silvicultural standards and guides, and an understanding of natural resource management.
- Knowledge of Species at Risk and Invasive Species including related forest habitats, and legislation and regulations enforced in Ontario

- Familiarity with the use of Geographic Information Systems (GIS), air photo interpretation and mapping.
- An understanding of what makes a sound policy and guidelines framework and why, and experience in writing and implementing policies and guidelines.
- An understanding of the Canadian Forest Stewardship Council's Forest Management Certification and/or similar certifications.
- Experience with fair and transparent public tendering principles and approaches.

c) Skills

- Demonstrated leadership and good judgement.
- Effective communication skills, including consistent messaging, tact, effective presentations, active listening and clear written and oral communication.
- Demonstrated fiscal accountability and effectiveness.
- Sound decision-making and the ability to balance competing priorities, deal with ambiguities and take risk mitigation and political implication into account.
- Demonstrated ability to work in a team and to develop and leverage working relationships and partnerships to influence and support the Authority's desired outcomes.
- A focus on customer service, results and continuous improvement
- Strong organizational skills.

Responsibilities:

1. Lead and Manage the Forestry Department (25%)

- 1.1. Lead, supervise and motivate department staff, including the identification of the skills needed, hiring and performance management and succession planning.
- 1.2. Propose department program(s), including their desired outcomes, performance measures and targets, and track results.
- 1.3. Create annual budget and operational plan, and manage in-year to meet financial targets.
- 1.4. Attend Authority Board of Directors, local Municipalities and Counties Councils and stakeholder meetings to advise and provide comments on forest management, including the development of supporting staff reports.
- 1.5. Work with the Finance Coordinator to apply for and supervise special funding and employment programs related to the department and seek external funding program supports when available.
- 1.6. Work with other Coordinators to identify and support where forests and forest management can be used to further GSC's desired outcomes, and provide advice to other departments.
- 1.7. Support public education on sustainable forests management, and public notification/consultation about activities on GSC's properties.

- 1.8. Propose updates and improvement to policies, standards and guidelines for the department, to better achieve GSC's desired outcomes, including seeking the input of partners and stakeholders.
- 1.9. Adhere to GSC's policies and guidelines, including non-harassment and personnel policies.
- 1.10. Manage Forestry Committee preparations, including agendas, materials and minutes.
- 1.11. Contribute Forestry needs to the Authority's Asset Management Plan, in conjunction with GSC's Field Superintendent.
- 1.12. Participation in GSC's Risk Management activities, including ensuring that Occupational Health and Safety is fully implemented in the department.
- 1.13. Ensuring complete and central organized file and data structures for the department (in alignment with overall information lead/coordinator).

2. Deliver Sustainable Forests Management on GSC's Lands (35%)

- 2.1. Manage and deliver Sustainable Forests Management, including:
 - Updates of the Forest Management Plan;
 - Classification of property parcels and stands;
 - Forest Resource Inventory;
 - Identification of Values and Areas of Concern; and
 - Forest Database Management / Geographic Information System (GIS) use for data and inputs, and the provision of improvement suggestions to the data and GIS administrators.
- 2.2. Forest Management Program Development.
- 2.3. Forest Operations, including delivery and oversight of management prescriptions, tree marking, sustainable tree harvesting, tree planting (including planting quality assessments, post-plant reports, 1st, 2nd and 5th year survival assessments), vegetation control, pest and disease management and stand tending.
- 2.4. Performance Measure (success) Reporting.
- 2.5. Manage GSC's enrollment in and ongoing updates to the Managed Forest Tax Incentive Program plans, and support others in Conservation Land Tax Incentive Program enrollments.
- 2.6. Manage the sale of GSC's forest products, including annual programs, tendering, policies, guidelines, partner and stakeholder consultations, field implementation, harvesting compliance and public communications.

3. Promote Sustainable Forest Management on Others' Properties (Grey Bruce Forestry Service) (35%)

- 3.1. Plan, coordinate, promote and implement a full range of Sustainable Forest Management services for non-GSC landowners that is ethical, affordable and enables good forest management and afforestation, and generates revenue to offset GSC's programs.
- 3.2. Participate in grant programs such as the 50 Million Tree Program.

4. Other (5%)

- 4.1. Respond to public and staff inquiries.
- 4.2. Attend workshops, seminars and tours.
- 4.3. Ensure GSC participation on working groups and committees where it can help achieve GSC's desired outcomes, potentially including the Bruce Grey Woodlands Association and the Bruce Grey Forest Festival.
- 4.4. Network with others to support GSC's goals, such as with the Community Forest Managers across Ontario and the Ministry of Natural Resources and Forestry.
- 4.5. Work with Field Superintendent to identify and arrange forestry equipment purchases and leases.
- 4.6. Support GSC corporate endeavours, such as participation on the Health and Safety Committee, and strategic planning input.
- 4.7. Review land acquisition proposals and prepare timber estimates.
- 4.8. Assist with other departments as required (e.g flood monitoring/prevention activities).
- 4.9. Other duties as assigned.

Working Conditions:

Works in the Administration Centre with frequent site inspections to GSC and private landowner properties.

Site visits including navigation through rough on-trail and off-trail terrain such as forests and wetlands, during all seasons and all weathers.

Some schedule adjustments are required to accommodate meetings with public, interest groups, neighbours of properties, etc. outside core working hours.

Infrequent out of watershed meetings.

Contacts:

Regular contacts with the Board of Directors, county and local municipal staff and councils, staff of the Ministry of Natural Resources and Forestry, Forests Ontario, local interest groups, organizations, landowners, clients, general public, naturalists, hunters, etc.

Revised: December 12, 2017