RIDEAU VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

Position Title: **Forestry Program Manager**	
Department: *Conservation Lands and Stewardship*	Supervisor's Position Title: *Director, Conservation Lands and Stewardship*
Classification: Band 5	Date of Issue: August 27, 2020

JOB SUMMARY

Under general direction, manages reforestation and other forestry programs on private lands and assists the Director to manage forestry services on conservation authority lands and other management agreements.

RESPONSIBILITIES

1. Secures funding for reforestation activities, including preparation, submission and presentation of funding proposals in consultation and coordinated with the Executive Director of RVCF.
2. Promotes community involvement in reforestation programs and develops related resources.
3. Maintains financial records and monitors the Forestry budget. Estimates annual Forestry budget and prepares reports as required.
4. Manages the tendering process for contractors for operations.
5. Manages the tendering and procurement process for equipment and supplies.
6. Conducts site inspections to analyze soil and other conditions or problems and records findings and recommendations.
7. Advises landowners on technical issues and assists them to plan their tree planting project. Supports landowners during their tree planting program and afterwards by offering expert advice and conducting follow-up assessments to ensure on-going success of the program. Acts as liaison to alternate sources of funding.
8. Co-ordinates agreements for tree planting with landowners and with partners.
9. Co-ordinates and supervises site preparation, tree planting and tending operations normally performed by contractors.
10. Prepares and presents reports and other technical documents for RVCA and partners.
11. Trains and instructs others on the safe use of tree-planting and maintenance equipment. Ensures all work is performed in accordance with RVCA Health and Safety regulations.
12. Represents the authority at exhibits, local fairs and other special events. Makes presentations to the public on the Private Land Forestry Program.
13. Recruits, trains and supervises program staff and volunteers.
14. Assists the Director with forest management on Conservation Authority lands.
15. Participates as a member of the SAR committee.
16. Assists with Tree planting business opportunities in cooperation with RVCF.
17. Performs other related duties as assigned.

EFFORT

- 60% office work consisting of sitting at a desk, including periods of concentration to review budget information, preparing contracts, planting season planning and responding to client inquiries.
- 40% outdoor physically demanding work consisting of tree planting, site visits supervising contractors

WORKING CONDITIONS

- 60% of work performed in a normal office environment
- 40% of work is performed outside and periodically includes inclement weather
- Regular use of an RVCA vehicle
- Regular travel between work locations within the watershed
- Exposed to rain and extreme temperature when working outside. Has some control over exposure to conditions.
- Exposed to dirt, dust, noise, paint fumes, pesticides and poison ivy.
- Regularly works outside of regular scheduled work hours to conduct site visits, supervise contractors performing weekend or evening work.
- May be exposed to potentially confrontational situations
- Works around water.
- Works with hazardous materials.
- Operates an ATV.

MINIMUM QUALIFICATIONS

- College Diploma in Forestry
- Five years relevant experience with excellent knowledge of forestry management and some supervisory experience.
- OPFA membership is considered an asset.
- Valid class G driver's license with a satisfactory driving record.
- Proficient in computer applications, especially MS Word, Access, Excel and some ability of ArcMap.
- Working knowledge of related legislation including Conservation Authority Act, Pesticide Act, Trees Act, Forestry Act, Construction Lien Act, and tree cutting by-laws.
- Able to physically navigate sites
- Able to life up to 45lbs on a regular basis
- Demonstrated ability to plan, organize and implement projects.
- Demonstrated ability to work with community groups.
- Excellent interpersonal skills and demonstrated ability to diffuse confrontational situations.
- Excellent verbal and written communication skills in English.
- Bilingualism (French) is considered an asset.
- First Aid – Emergency Level certificate is an asset.
- Familiarity with Conservation Authority policies and procedures is an asset.
- Flexibility to work some evenings and weekends.
- Strong commitment to championing protection of the environment and the safeguarding of land and water resources.

HEALTH AND SAFETY REQUIREMENTS

To meet health and safety standards and regulations, the incumbent must be trained and/or evaluated.

- ☑ First Day Orientation
- ☑ WHMIS
- ☑ RVCA Drivers Test
- ☑ Chainsaw certification
- ☑ Trailering