



Competition No:	2019-21 REPOST	Duration Tentative:	May - August
Close Date:	Until Filled		
Position Title:	Tree Inventory Project Surveyor	Renumeration:	\$14.00
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 40 hrs/week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Tree Inventory Project Surveyor** to join our team for the summer. The individual will identify and catalog all trees in the City of Selkirk.

YOUR JOB DUTIES WILL INCLUDE:

1. Tree Inventory Project
 - To assist with identifying, describing, and cataloguing tree height, breadth, location, health, and species in the City of Selkirk.
 - Become familiar with ArcGIS software and related applications.
 - Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
 - Complete reports on all activities required.
 - Perform other duties as assigned, consistent with this job description and approved program policies, standards, and procedures.
 - Follow and contribute to the tree Inventory procedure manual.

2. Technical
 - Ability to identify Manitoba forest trees, insects, and diseases.
 - Use of forestry equipment such as navigation and or tree measurement tools
 - Ensure all necessary tools and supplies are functional and available daily.
 - Responsible for the care, upkeep and storage of all pertinent tools.

3. Equipment Operation and Maintenance
 - Operation of all-terrain vehicles and pick-up trucks.
 - Perform pre-trip inspections, routine checks, minor servicing, cleaning, and basic maintenance of the equipment they are operating.
 - Inform the Supervisor, Director, Manager and/or Mechanic by filling out a vehicle/equipment work request form, an any required significant maintenance or safety problem of equipment or vehicles they are operating.

4. To perform other duties as assigned.

SPECIFICATIONS/QUALIFICATIONS

1. Education, Knowledge and Experience

Minimum Requirements shall include:

- Completion of Grade 12
- A post-secondary student in plant science, horticulture, arborist, or green space management or equivalent experience in similar position
- Possess experience/skills in environmental science or forestry specifically knowledge of plants, trees or horticulture
- Knowledge of the GIS inventory programs
- Arborist certification considered an asset
- Demonstrated administrative skills and abilities
- Highly organized and able to work in a team environment
- Strong oral and written communication skills
- Familiarity with computer programs and software
- Class 5 Drivers Licence
- Confirmed skill in the operation of designated equipment including but not limited to all-terrain vehicles and pick-up trucks

COMMENTS:

This is for a casual position of Tree Inventory Project Surveyor which is excluded from the Collective Agreement and is open to all applicants. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

If you would like more information on this position or view the full job description, please visit myselkirk.ca.

Position Title: Tree Inventory Project Surveyor

Department: Culture Recreation and Green Transportation

Division: Parks and Recreation

Reports to: Tree Inventory Project Leader

Duration: May to August

Function Summary: Under the supervision and direction of the Tree Inventory Project Leader, identify and catalog all trees in the City of Selkirk as part of a three-year Government Tree Inventory Pilot Project.

Core Competencies applicable to all jobs within the City of Selkirk	Competencies Specific to Position
<ul style="list-style-type: none"> • Citizen and Public Focus • Communication • City of Selkirk Consciousness • Teamwork and Ambassadorship • Integrity and Trust • Ethics and Values • Strategic Results Orientated • Decision Making and Judgment 	<ul style="list-style-type: none"> • Teamwork • Priority management and initiative • Flexibility • Planning and organizing • Interpersonal skills

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2. Responsibilities

The incumbent will support the creation and maintenance of the tree inventory program. In regard to the Tree Inventory Program, the Tree Inventory Project Leader would be contacted immediately to assist in any issues and/or concerns.

3. Comprehension and Judgement

The incumbent is expected to act independently. Direction and supervision will be provided by the Tree Inventory Project Leader concerning priorities, but the incumbent is expected to show initiative and is responsible to complete work or assignments on schedule.

4. Safety and Health:

Ensure work is performed in compliance with Manitoba Health and Safety Act and regulations and the City of Selkirk Safety Policies and Procedures.

Establish and maintain positive working relationships with employees at all levels of the organization, external contracts and the public, in accordance with the Respectful Workplace Policy.

5. Working Conditions

This position may work up to 40 hours per week.

The incumbent in this position must be able to work effectively in a flexible environment, accommodating changing or emerging needs of various programs.

This position will require the incumbent to work outdoors, which includes extreme weather conditions.

Incumbent

Manager of Parks and Recreational Facilities

Date

Director Culture, Recreation & Green Transportation