



JOB DESCRIPTION

TITLE: Natural Area Technician

DEPARTMENT: Facilities and Parks Operations

LEVEL: 11 (Subject to JE)

Position Last Evaluated: N/A
Job Desc. Last Updated: N/A

JOB SUMMARY

Under the general direction of the Manager, Park Operations, the incumbent is responsible for planning, undertaking and assigning maintenance and assessment work within the City's natural area parks along with developed parks and streetscapes.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Applies Natural Area Management techniques and practices in assessing, maintaining, renovating, restoring and enhancing natural areas.
2. Assesses, plans, implements and undertakes all aspects of natural area work as it pertains to City parks, streetscapes and other city owned land including invasive plant management, habitat restoration, tree risk assessments, tree work, basic trail maintenance, fire load reduction and refuse removal.
3. Performs hands on maintenance and technical work including brushing, watering, pesticide application, pruning, invasive plant removal, training maintenance and renovation, plant installation, grading, tree condition assessments and tree removal.
4. Provides direction in the planning and coordinating of contractors including assisting with scheduling and ensuring deadlines are met.
5. Liaises with City staff and community groups to oversee operations related to community stewardship projects and programs. Serves as a key coordinator for external facing environmental projects.
6. Develops and maintains asset-based management prescriptions, including preventative maintenance programs. Prepares schedules, inspections and reports related to delivery.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Leads key initiatives aimed at delivering upon relevant green strategic priorities for Parks Operations.
8. Prepares policies, projects, and annual and seasonal work plans related to conservation, enhancement and stewardship of natural parks.
9. Assists in administering contracts for Natural Area work and maintenance adhering to the City's Purchasing Policy.
10. Prepares schedules, inspections and reports related to the delivery of projects and programs; Monitors maintenance level projects and programs to ensure budgets and schedules are met.
11. Assists with the implementation of the Computerized Asset Management System within Parks Operations.
12. Acts as department representative with user groups, contractors and members of the public.
13. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of ecological processes, native flora and fauna and regulations for working in natural areas and environmentally sensitive areas.

Thorough knowledge of the methods, procedures, materials, and equipment utilized in the maintenance of natural area parkland.

Ability to identify future requirements for parks, trails and natural areas.

Thorough knowledge of all relevant City of Nanaimo policies and bylaws that pertain to the daily operation of the department.

Ability to work independently with minimal supervision.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Ability to work with a variety of volunteers and community members.

Ability to operate chainsaws.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to provide direction to contractors.

Ability to maintain accurate records and cost accounting information ensuring budgetary expectations are being achieved.

Excellent oral and written communication skills.

Excellent organizational and multi-tasking skills.

Proficient computer skills in Microsoft Office and municipal programs such as SAP and HubMap.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Degree in Environmental Science, Ecology, Natural Resource Management or related discipline from a recognized technical institute or equivalent.

Minimum 1 year related environmental, biodiversity, natural resource or conservation planning/management experience.

International Society of Arboriculture (I.S.A.) Certified Arborist.

Certified Tree Risk Assessor certification.

Possession of a valid Class 5 BC Driver's Licence.

Possession of a valid BC Pesticide Applicator's certificate.

Or an equivalent combination of education and experience.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.