

Tree Preservation Coordinator

Posting #PRC2025-34

Oak Bay Parks, Recreation and Culture is seeking a dedicated and enthusiastic individual for our Tree Preservation Coordinator position. Under the direction of the Manager, Parks Services, this position coordinates development related permit reviews in relation to the tree protection bylaw, conducts and supports interdepartmental development reviews and provides recommendations to various District projects. Work includes advising and supporting staff in relation to trees and development and interpreting, administering and enforcing the tree protection bylaw. This position interacts with developers, other staff, the public and private property owners; it provides support to senior staff to improve processes and support policy development to further the goals of the urban forest strategy and objectives. Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training.

RESPONSIBILITIES

- Manages tree permit administration for various types of permits related to tree protection bylaws and covenants.
- Approves utility and construction permit applications.
- Acts as the Parks Division representative in meetings, providing information on tree conservation and development.
- Keeps accurate records of developments and projects impacting trees, ensuring compliance through site inspections.
- Oversees the tree replacement program on private development sites.
- Offers advice to senior staff to support strategic goals and policies like the Urban Forest Strategy and Official Community Plan.
- Calculates fees related to trees and manages performance bonds, deposits, and holdbacks.
- Makes recommendations on park and tree management for both private and public properties.
- Responds to inquiries and complaints, enforcing tree protection bylaws and related regulations.
- Provides data and recommendations to enhance and digitize processes.

QUALIFICATIONS

- Technical school diploma in Horticulture/Arboriculture, and three years related experience
- Current and valid International Society of Arboriculture certification
- Tree Risk Assessment Qualification (TRAQ)
- Course work in land planning, urban design, landscape architecture
- Experience in administering bylaws, regulations, more legislation, preferably in a municipal setting and/ or related to trees
- Ability to interpret site plans, architectural drawings and other development related documents
- Demonstrated ability to resolve conflict and negotiate mutually beneficial outcomes

HOURS OF WORK	Up to 3 days per week, 8 hours per day based on operational need.
LOCATION(S)	Parks Office
RATE	\$47.12 per hour (\$41.33 plus \$5.79 in lieu of benefits)
STATUS	Auxiliary (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)

Please submit applications by 4:00pm, Thursday, May 29th, 2025 to:

Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2025-34 Tree Preservation Coordinator

Please note that only short-listed applicants will be contacted after the closing date of the posting