



**Arborist**  
**Permanent Full Time - CUPE 1189-01**  
**Internal/External Job Posting #: 2024-21**  
**Closing Date: Open Until Filled**

The City of Owen Sound is seeking a dedicated and motivated individual to fill the Arborist role. This position is responsible for selecting, planting, maintaining, and removing trees, shrubs, and plant materials on municipal property and performing various other park operations duties as assigned. The arborist works independently and in a team setting. The arborist also participates in winter operations and performs winter control duties as assigned.



The successful candidate will have a Diploma (2-year program) in Arboriculture, Forestry, or other relevant field of study with a minimum of one (1) year of experience commensurate with the duties and responsibilities described or a combination of education, on-the-job training and experience commensurate with the duties and responsibilities described may be considered, such as:

Certificate (1-year program) in Arboriculture, Forestry or another relevant field of study with a minimum of two (2) years of experience commensurate with the duties and responsibilities described.

Or ISA Certified Arborist in good standing with a minimum grade 12 or GATB education with a minimum of three (3) years of experience commensurate with the duties and responsibilities described.

### **Skills and Competencies Required:**

#### Technical

- ISA Certified Arborist and earn a minimum number of Continuing Education Units (CEUs) to maintain certification or Certificate of apprenticeship with an arboriculture apprenticeship program.
- Knowledge of tree maintenance, felling, and removal methods in an urban environment. The ability to evaluate and understand dynamic hazards on the job.
- Knowledge of urban forestry management, tree identification, characteristics and habits of tree species, tree pests and diseases, plant health care, identification of hazardous and problem trees, and tree selection for replacement plantings.
- Knowledge of climber rescue techniques, including high-angle rescue, aerial lift evacuation, and extrication.
- Knowledge of arboricultural practices, plant taxonomy, and insect/disease control.
- Knowledge of proper and safe industry standards for tree climbing techniques and related equipment and apparatus use. Ability to identify and understand anchor points, friction hitches, protection systems and specifications related to climbing ropes.
- Knowledge of accepted rigging techniques to safely lower tree limbs and trunks.
- Knowledge and the ability to perform tree inspections and assessments.
- Knowledge of locates, utility markings, and overhead and underground hazards.

#### Procedural

- Working knowledge and understanding of the Occupational Health and Safety Act and the regulations that apply to this work.
- Working knowledge of Ontario Traffic Manual-Book 7 to set up traffic control devices in work zones.
- Knowledge of occupational hazards and safety precautions associated with urban tree care.
- Knowledge of proper and safe handling of equipment and tools.
- Ability to recognize hazardous situations and exercise extreme caution when working in and around overhead utilities, tree stump holes, machinery, vehicles, and other forestry-related equipment.
- Ability to rescue a climber using high-angle rescue, aerial lift evacuation, and extrication.
- Ability to practice appropriate health and safety precautions and procedures during pruning and felling operations.
- Ability to transport machinery and vehicles safely using load security procedures.

#### Equipment

- Valid Ontario Licence with "D" and "Z" endorsement and acceptable driving record to operate City-owned equipment and vehicles, or ability to obtain within six (6) months
- Ability to use/operate equipment (e.g., aerial truck; chipper truck, dump truck, stumper, crane truck, chipper, chainsaw, pole saw, safety equipment, rigging, cabling, bracing, climbing equipment, leaf blower, snowplow).
- Ability to use various hand tools (e.g., shovel, rake, broom, handsaw).
- Ability to use a computerized work management system.

- Ability to use electronic devices.

The wage rate is \$28.88 per hour, and this position works 40 hours per week. The City offers a comprehensive health and dental benefits plan and the OMERS defined benefit pension plan. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter to:

Human Resources Manager  
City of Owen Sound  
E-mail: [hrjobposting@owensound.ca](mailto:hrjobposting@owensound.ca)

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the Human Rights Code and the Accessibility for Ontarians Disabilities Act in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection.



## JOB DESCRIPTION

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**Department:** Community Services

**Division:** Parks & Open Space

**Job Title:** Arborist

**Union:** CUPE 1189-01

**Direct Supervisor:** Supervisor, Parks & Open Space

**Revision Date:** April 2024

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### Position Summary and Scope:

Under the direction of the Parks and Cemetery Supervisor, this position is responsible for the selection, planting, maintenance and removal of trees, shrubs and plant materials on municipal property and performs various other park operations duties as assigned. The arborist works independently and in a team setting. Participate in winter operations and perform winter control duties as assigned (e.g. snow plowing, hand shoveling).

### Duties and Accountabilities:

- Work individually or within a team to plan and organize materials, supplies and equipment to safely and effectively carry out daily job assignments.
- Controls the job site including development of traffic control, ensures safe work procedures are followed, ensures appropriate personal protective equipment is used and completes all required documentation.
- Perform tree inspections and evaluations with knowledge of tree structure, biology, species, and hazards.

- Perform tree risk evaluation to mitigate risks associated with structural defects, disease and pest infestations.
- Assist in the monitoring and assessment of tree pests and diseases within the City.
- Prune or remove any damaged, diseased, dying, or overgrown trees in accordance with the City's by-laws, policies, and accepted arboriculture best practices.
- Operate various types of vehicles and equipment as required (aerial boom trucks, chippers, loaders, tractors, etc.).
- Operate various tree pruning and removal tools, such as chainsaws, pole saws, pole pruners, loppers, secateurs, and axes.
- Safely operate the aerial boom truck (65-75 feet) by inspecting the site for access and positioning while being aware of all objects and hazards in the work zone.
- Climbs trees using ropes, harnesses, carabiners, and other climbing and rigging equipment to prune and remove trees safely.
- Use rigging equipment such as rigging lines, block and tackle, porta wrap, pulleys and sound rigging control systems.
- Assess tree cabling and bracing viability and install when required.
- Ensure work is performed in accordance with relevant codes and specifications.
- Ensure all equipment is adequately maintained and safe. Perform daily checks and perform preventative maintenance and repairs.
- Demonstrate strong interpersonal and communication skills.
- Provide excellent customer service to residents.
- Able to work outdoors in all weather conditions.
- Use computer-based software to create and update work orders and inventory trees using GIS software.
- Perform other Parks and Open Space Division operation and maintenance duties as assigned or requested.
- Assist with the installation of various components (e.g., banners, lights, flags, etc.) with an aerial boom truck for all departments within the City.
- Participate in park winter control operations and perform required duties as assigned. May include manual snow shoveling as well as operation of snow removal equipment.

### **Employee Health & Safety Responsibilities:**

- Performs work in accordance with the Occupational Health and Safety Act (for a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.); Highway Traffic Act; Workplace Hazardous Materials Information System; Safety Data Sheets; Ontario Traffic Manual Book 7; equipment operating and repair manuals; Standard Operating Procedures and Guidelines; departmental and divisional policies; City by-laws, codes and regulations regarding municipal forestry operations; Ministry of the Environment regulations; Grey Sauble Conservation Authority; ISA standards and safe work practices, and best practices.
- Participates in health and safety training to maintain required training.
- Report all hazards, incidents, accidents, near misses, injuries or illnesses promptly to your supervisor; complete all requested supporting documentation.

- Set up signs, cones, and barricades for traffic control as required. Requests Public Works department set up all required road signage and close road at job sites when required.
- Ensures the safety of others when operating vehicles, equipment, and machinery.
- Ensures the safety of others when felling trees and performing tree maintenance.
- Performs daily inspection checks of aerial lift equipment and climbing gear.
- Assists those working at heights in the handling of ropes or acting as a spotter.
- Must be aware of the physical location of workers, traffic, pedestrians, and other obstacles in the vicinity always when operating equipment.
- Must be aware of overhead and under ground hazards and how to work around them safely.
- Places traffic control devices.
- Ensures a safe environment by keeping the work site clean and free of clutter and debris, removing hazards, securing loads, and reporting faulty equipment.
- Secures site at end of workday for public safety (e.g. places barriers).

### **Educational Requirements:**

Diploma (2-year program) in Arboriculture, Forestry or other relevant field of study with a minimum of one (1) year of experience commensurate with the duties and responsibilities described.

Or a combination of education, on-the-job training and experience commensurate with the duties and responsibilities described may be considered, such as:

Certificate (1 year program) in Arboriculture, Forestry or other relevant field of study with a minimum of two (2) years of experience commensurate with the duties and responsibilities described.

Or ISA Certified Arborist in good standing with a minimum grade 12 or GATB education with a minimum of three (3) years of experience commensurate with the duties and responsibilities described.

### **Details – Specialty, major etc.:**

- Valid “DZ” driver’s license
- ISA Certified Arborist with minimum number of Continuing Education Units (CEUs) to maintain certification (or must obtain within the first 12 months of employment).
- ISA Tree Risk Assessment Qualification (TRAQ) (or must obtain within the first 18 months of employment)
- Aerial Lift/ Elevating Platform Certification.
- Valid First Aid and CPR
- Chainsaw Training

### **Education and Training - Assets**

- ISA Arborist Municipal Specialist
- Powerline/Utility Arborist Certification
- Ontario Pesticides Applicator’s license
- Butternut Health Assessor
- Ontario Silvicultural Tree Marking Course

## **Skills and Competencies at the working level:**

### Technical

- ISA Certified Arborist and earn minimum number of Continuing Education Units (CEUs) to maintain certification or Certificate of apprenticeship with arboriculture apprenticeship program.
- Knowledge of methods and techniques of tree maintenance, felling, and removal in an urban environment. The ability to evaluate and understand dynamic hazards on the job.
- Knowledge of urban forestry management, tree identification, characteristics and habit of tree species, tree pests and disease, plant health care, identification of hazardous and problem trees, and tree selection for replacement plantings.
- Knowledge of climber rescue techniques including high angle rescue, aerial lift evacuation, and extrication.
- Knowledge of arboricultural practices, plant taxonomy, and insect/disease control.
- Knowledge of proper and safe industry standards for tree climbing techniques and use of related equipment and apparatus. Ability to identify and understand anchor points, friction hitches, protection systems and specifications related to climbing ropes.
- Knowledge of accepted rigging techniques used in the safe lowering of tree limbs and trunks.
- Knowledge and the ability to perform tree inspections and assessments.
- Knowledge and understanding of locates, utility markings, and overhead and under ground hazards.

### Procedural

- Working knowledge and understanding of the Occupational Health and Safety Act and the regulations that applies to this work.
- Working knowledge of Ontario Traffic Manual-Book 7 to set up traffic control devices in work zones.
- Knowledge of occupational hazards and safety precautions associated with urban tree care.
- Knowledge of proper and safe handling of equipment and tools.
- Ability to recognize hazardous situations and exercise extreme caution when working in and around overhead utilities, tree stump holes, machinery, vehicles, and other forestry related equipment.
- Ability to rescue a climber using high angle rescue, aerial lift evacuation, and extrication.
- Ability to practice appropriate health and safety precautions and procedures during pruning and felling operations.
- Ability to transport machinery and vehicles safely using load security procedures.

### Equipment

- Valid Ontario Licence with “D” and “Z” endorsement and acceptable driving record to operate City-owned equipment and vehicles, or ability to obtain within six (6) months
- Ability to use/operate equipment (e.g., aerial truck; chipper truck, dump truck, stumper, crane truck, chipper, chainsaw, pole saw, safety equipment, rigging, cabling, bracing, climbing equipment, leaf blower, snowplow).

- Ability to use a variety of hand tools (e.g., shovel, rake, broom, handsaw).
- Ability to use a computerized work management system.
- Ability to use electronic devices.

## **Experience at the Working Level:**

### **Previous Work-Related Experience (# of years or months):**

Three years of experience

Or a combination of education, on-the-job training and experience commensurate with the duties and responsibilities described (selection, planting, maintenance and removal of trees, shrubs and plant materials) may be considered, including the operation, routine maintenance and safe use of related equipment. Experience in a municipal environment is considered an asset.

### **Positional on-the-job training required (# of weeks or months):**

Strong knowledge of Owen Sound tree/plant inventory, growing conditions and green spaces in the city, usually obtained in two or more seasons on the job.

### **Working Relationships:**

This position interacts with contractors, residents and users of all municipal park areas and facilities as well as co-workers and seasonal staff. Above average customer service skills are required.

### **Independence of Decision Making:**

Has established policies & procedures: Yes

Supervisor or lead hand usually available: Yes

Problem solves within clear guidance and/or past practice: Yes

- Uses discretion to plan and carry out work in accordance with environmental and field conditions to determine best course of action.
- Determines the health and condition of different types of trees, including cause of noted issues and actions to alleviate a problem or if it is necessary to remove a tree.
- Determines appropriate rescue technique for high angle rescue, aerial lift evacuation, and extrication.
- In response to safety concerns, decides how to proceed, or stops work.
- Determines how to cut tree based on size, type of tree, tree structure health, situational hazards, and limitations in the surrounding area.
- Consults Supervisor to make final decisions regarding serious issues/problems.
- Consults supervisor regarding problems that they cannot resolve safely and customer service issues.

### **Physical Demands:** Length of time/repetitions/weight in average working day.

Computer Use: 1-1.5 hours accumulated throughout the day

Walking: throughout the day

Standing: throughout the day

Sitting: when driving vehicle

Lifting: daily, for removal of branches and chainsaw and other equipment

Climbing: extensive tree climbing using climbing ropes and harnesses

Exposure: Daily exposure to outdoor weather conditions.

Other:

- Crawls, crouches, stoops, bends, stretches, twists, and kneels.
- Extensive tree climbing using ropes and harnesses as well as ladders to reach high locations.
- Frequent standing and walking.
- Work requires lifting or carrying of lightweight objects and moderate weight objects.
- Work requires lifting or carrying objects of heavy weight objects.
- Work requires manual and/or fine motor movement when operating various pieces of equipment and tools.
- Works in an aerial bucket and harnessed to a tree, which limits ability to change work activity or alter body position.

Sensory Demands

- Works at job activities that require focused sensory attention (sight) when operating equipment and tools and watching for overhead hazards.
- Uses focused sensory attention (sight) when inspecting trees for disease, fungus infestations, injury, and damage.
- Uses focused sensory attention (hearing and seeing) while maintaining or felling trees to avoid injury of self or others.
- Uses auditory attention when climbing trees for sounds that could indicate a potentially dangerous situation (e.g., creaking).
- Must be aware of physical location of workers, pedestrians, and other obstacles.

## **Working Conditions:**

Hours of work: 40 hours per week

Shift length: 8 hours per day with ½ hour unpaid lunch

Additional Comments: Position participates in a shift schedule including weekends and holidays and an "On-Call Schedule," and may occasionally be called in when emergency work is required;

- Work is performed indoors (10% of the time).
- Work is performed outdoors in all types of inclement weather (90% of the time).
- Work requires driving regularly on highways, city streets, parks, woodlots and other vegetated areas in all weather and road conditions.
- Exposed to noise from power tools, machinery, and equipment.



- Exposed to dust, dirt, oil, grease, fumes, and odors.
- Uses equipment and machinery that can cause injury.
- Inspects climbing gear for wear damage before starting every job and inspects new gear for potential defects.
- Works in high traffic roadways exposing incumbent to hazards associated with fast-moving
- Work involves daily exposure to potential risk of injury from electricity when working at heights.
- Works at heights of up to 75 feet in an aerial bucket or higher when climbing. Exposed to heavy falling branches and objects, loose overhead debris in trees, and unpredictable swinging branches.
- While working at ground level exposed to heavy falling trees, branches, overhead debris, and tools.
- Operates chainsaw and uses ropes, blocks, and pulleys while harnessed to a tree.
- Exposed to unstable surfaces/terrain or slippery conditions when performing fieldwork.
- Exposed to wildlife when performing fieldwork, biting, or stinging insects, and poisonous plants.
- Wears safety boots, safety vest, hard hat, hearing and eye protection, dust mask, face shield, leather gloves, and rigging/safety harness to mitigate risks to personal health and safety, as required.

### **Consequence of Errors:**

Poor workmanship can result in hazardous conditions and increased liability to the City and may negatively impact the health and integrity of the urban forest inventory.

Errors in judgement will reflect poorly upon the image of the urban forest program and the services offered by the City. Errors may result in personal injury of members of the public, damage to public or private property and damage to equipment.