



THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning and Development Department
Green Legacy Division

Requires a

Casual

Forest Conservation By-law Officer/Weed Inspector

Reporting to the Manager of Planning and Environment, the Forest Conservation By-law Officer/Weed Inspector is a casual part-time, joint position. As a Forest Conservation By-law Officer, the position administers and enforces Wellington County's Forest Conservation By-law No. 5115-09. As a Weed Inspector, the position administers the Weed Control Act for Wellington County. **The joint position is casual part-time in nature, and is home-based (office space is not provided) working approximately 200 to 400 hours per year.**

The minimum qualifications for this position include:

- One year college certificate in Forestry, Ecosystem or Resource Management, or a related discipline.
- Minimum four years of experience or equivalent in agricultural and forestry.
- Strong knowledge of forestry operations, dendrology, forest mensuration and silviculture.
- Strong knowledge of weed and tree identification.
- Knowledge of Municipal by-law enforcement would be an asset.
- Excellent interpersonal communication skills, problem solving skills and conflict resolution.
- Must be courteous and diplomatic with public, landowners and loggers.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

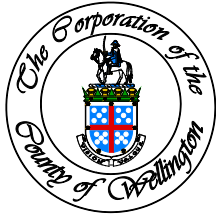
This position offers an hourly range: \$30.17 - \$35.30 (2020 Non Union Compensation Grid).

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #004-21 by Friday, January 29 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Forest Conservation By-law Officer/ Weed Inspector	Reports to: Manager of Planning and Environment
Department: Planning and Development	Positions Supervised: 0
Effective: June 2015	Revised: February 2020

BASIC FUNCTION:

Reporting to the Manager of Planning and Environment, the Forest Conservation By-law Officer/Weed Inspector is a casual part-time, joint position. As a Forest Conservation By-law Officer, the position administers and enforces Wellington County's Forest Conservation By-law No. 5115-09. As a Weed Inspector, the position administers the Weed Control Act for Wellington County. The joint position is casual part-time in nature, and is home-based (office space is not provided) working approximately 200 to 400 hours per year.

PRINCIPAL RESPONSIBILITIES:

Forest Conservation By-law

As a Forest Conservation By-law Officer, the individual will administer the By-law, responding to concerns or complaints regarding tree cutting and processing forest clearing and forest harvesting applications. This includes:

- Receiving applications for Clearing Permits, Good Forestry Practices Permits and Circumference Permits.
- Visiting rural properties and making site visits.
- Responding to forest cutting complaints from the public.
- Respond to inquiries and provide advice to private landowners, general public etc. on tree planting, insect and disease issues, woodlot management and promoting good forestry practices.
- Approving or denying permits.
- Keeping notes of all site visits.
- Gathering of evidence relating to tree cutting by-law infractions.
- Laying of charges for breach of the by-law.
- Issuing of tickets for set-fines for breach of the by-law.
- Appearing as a witness in court.

Weed Control Act

As a Weed Inspector, the individual will administer the Weed Control Act, responding to concerns or complaints regarding noxious weeds. This includes:

- Visiting rural properties and making site visits.

- Identifying noxious weeds.
- Requiring landowners to address infestation problems.
- Having weeds destroyed where owners do not comply.

CONTACTS:

- Internal: County staff, planning and development staff
- External: local municipalities, landowners, foresters, farmers, loggers, individual members of the public

PHYSICAL EFFORT/WORKING CONDITIONS:

- Inspect logging operations.
- Visits sites alone at some distance from vehicle.
- Work outside with regular exposure to extreme temperatures.
- Appropriate safety equipment required to be worn.

MINIMUM QUALIFICATIONS:

- One year college certificate in Forestry, Ecosystem or Resource Management, or a related discipline.
- Minimum four years of experience or equivalent in agricultural and forestry.
- Strong knowledge of forestry operations, dendrology, forest mensuration and silviculture.
- Strong knowledge of weed and tree identification.
- Knowledge of Municipal by-law enforcement would be an asset.
- Excellent interpersonal communication skills, problem solving skills and conflict resolution.
- Must be courteous and diplomatic with public, landowners and loggers.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

CONDITIONS OF EMPLOYMENT:

- Criminal Record Check.
- Proof of Education.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

OTHER:

- Casual Part-time – approximately 200 to 400 hours per year.
- Flexibility of hours, including working both evenings and weekends is required.