

## **KAWARTHA CONSERVATION**

### **Forestry and Landowner Services Technician**

#### **Position Summary**

This position is responsible for organizing and leading the advancement of our programs that enhance forest restoration, restoration, diversification and conservation on public and private lands across the Kawartha Conservation watershed. This role requires a strong focus on customer service, effective project management and administration, and hands-on fieldwork. The successful candidate will work collaboratively with clients, municipalities, funding partners and community organizations to develop and coordinate public and private land tree planting projects, support the preparation of forestry management plans on conservation lands, organize the annual tree seedling sale, and contribute to the strategic goals and advancement of the Stewardship team. The position also includes responsibilities for developing stewardship initiatives, preparing grant applications, and managing multiple concurrent projects with attention to timelines and outcomes.

#### **Scope of Accountability**

Make independent technical decisions within your area of expertise and program area while aligning with Kawartha Conservation policies, guidelines, and procedures. Provide information and recommendations to the Coordinator, Stewardship on strategic initiatives, programs, work plans and budget matters, and any technical issues beyond the scope of your expertise.

#### **Key Responsibilities**

##### *Client Services*

Deliver high-quality, responsive customer service by fostering strong relationships with landowners, contractors, municipal partners, and the broader community to advance Kawartha Conservation's strategic goals and reputation.

- Build and maintain positive relationships with landowners by providing exceptional customer service.
- Establish strong working relationships with contractors and service providers to support effective service delivery.
- Develop and sustain partnerships that enhance program outcomes and the organization's community presence.
- Drive customer service improvements through better processes, tools, and communications.

- Apply and uphold organizational policies and procedures in the implementation of stewardship programs.
- Support the delivery of departmental special projects that benefit partner municipalities and communities.
- Collaborate with municipal staff to identify and implement community improvement projects aligned with shared objectives.

#### *Technical Expertise*

Apply knowledge of forest ecology, project management, and tree planting and other stewardship grant programs to design, deliver, and evaluate effective tree planting and maintenance plans.

- Lead the implementation of private land tree planting services by collaborating with landowners, drafting funding plans, liaising with internal and external partners, and securing funding and contractors.
- Provide technical support to habitat restoration projects on Conservation Lands with key areas including species at risk, invasive species, and forest management plans.
- Plan, procure, promote, and deliver the annual over the counter tree seedling sale.
- Host engaging, partner-supported community planting events on public and private land.
- Contribute to the development of annual workplans and ensure alignment with strategic objectives.
- Support budgeting processes and manage project-specific budgets responsibly.
- Prepare grant applications to secure funding for current and future stewardship initiatives.
- Recommend and implement service improvements to enhance program innovation and effectiveness.
- Assist in the development or implementation of projects and programs aligned with strategic and implementation plans.

#### *Teamwork*

Model collaboration and a commitment to shared success. Contribute to a positive, supportive team environment and organizational culture.

- Collaborate with team members to share knowledge, support workloads, and enhance program delivery.
- Contribute to the planning and implementation of projects through input and idea sharing.
- Identify opportunities for process improvements and operational efficiencies.
- Provide guidance to seasonal staff during peak periods, as applicable.

### *Risk Management and Administration*

Ensure safe, compliant, and efficient work practices while minimizing organizational risk and supporting a strong health and safety culture.

- Track and update projects and KPI information.
- Participate in required health and safety training and promote safe work practices.
- Identify and report hazards and actively contribute to resolution and prevention.
- Adhere to safe equipment and tool operation procedures.
- Support the implementation of workplace health and safety initiatives and policies.

## Skills and Expertise

- Graduate from a post-secondary institution in Forestry, Ecosystem Management, Natural Resource Management or other similar programs.
- Three (3) years demonstrated experience in tree planting, forest management and urban forest practices.
- Excellent interpersonal and communication skills, with the ability to engage effectively with landowners, community groups, and partners.
- Proven ability to plan, implement, and manage projects from concept to completion.
- Working knowledge of funding programs supporting tree planting or other stewardship activities
- Skilled in report writing, grant applications, and record-keeping.
- Familiarity with forestry practices, including site requirements and species identification.
- Valid Chainsaw Certification an asset.
- Valid Pesticide Exterminator License an asset.
- Valid M.T.O. driver's license with clean driving record.
- Valid First Aid Certification an asset.

## Working Conditions

- Outdoor work in diverse urban and rural settings, including during inclement weather.
- Office-based administrative tasks and reporting duties.
- Regular interaction with landowners, community members, and partner organizations.
- Variable work hours depending on site locations and project needs.
- Occasional evening and weekend work required to support events and outreach activities.
- Occasional physical activity including lifting, digging, and planting.

- Strict adherence to health and safety protocols is mandatory.
- Requires sustained focus and attention to detail in both field and office environments.

## Our Core Values

**Teamwork** – Collaborate to achieve shared goals through open communication and mutual respect.

**Client Service** – Deliver high-quality service through responsiveness, professionalism, and continuous improvement.

**Health and Safety** – Prioritize a safe work environment by modeling best practices and complying with all policies.

**Integrity and Competence** – Produce accurate, high-quality work with a commitment to ongoing learning and accountability.

**Communication** – Share relevant information clearly and effectively to support organizational transparency and collaboration.

**Problem Solving** – Apply analytical thinking to develop effective, practical solutions.

**Positive Work Environment** – Cultivate a respectful, inclusive, and rewarding workplace culture.