



BUILD A CITY. BUILD A FUTURE.



Trees Permit Manager

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The City of Surrey Planning and Development Department is seeking an experienced leader to serve as the Tree Permit Manager. Working within the Building Division, reporting to the Trees and Landscape Section Manager, the Trees Permit Manager is responsible for the development and administration of Surrey's Private Property Tree Protection Bylaw and to protect, develop and enhance the City's urban forest on private property. The successful candidate will also be responsible for a team of highly skilled staff that includes administrative support and ISA Certified Arborists.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

- Oversee the administration of the City's Tree Protection Bylaw to ensure successful permit processing on private land for homeowners, building permits or development permits
- Interact with a variety of stakeholders including internal staff, representatives from the provincial and federal government as well as the general public and the development community
- Providing ongoing performance feedback and development opportunities for the team members
- Implement and oversee processes improvements to ensure effective and efficient service delivery of tree cutting permits and compliance with the Tree Protection Bylaw

QUALIFICATIONS

- Bachelor's Degree, Diploma or trades certification in a related field from an accredited post-secondary institution
- Certified Arborist and Tree Risk Assessment Qualification from the International Society of Arboriculture (ISA) is considered an asset
- A minimum of 5 years' experience in arboriculture-related work, including substantial experience in hazardous tree assessment, specifically with development involving trees
- One year of construction related work is also required
- Working knowledge of related computer programs including but not limited to MS word, MS Outlook, AMANDA and Cosmos
- Superior skills in communicating effectively, both orally and in writing
- Demonstrated skill in technical report writing is essential
- Experience in successfully managing and leading a team

Additional Info

- M2 - \$104,807 - \$123,302 (2024 rates)

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6538.