



#606-55 Cedar Pointe Drive  
Barrie, Ontario L4N 5R7  
Office: 705-796-1122  
Web: [www.LEGroupLtd.com](http://www.LEGroupLtd.com)  
Email: [hr@LEGroupLtd.com](mailto:hr@LEGroupLtd.com)

**Position: Arbor & Urban Forestry Associate**  
**Company Name: Landmark Environmental Group Ltd. (LEGroup Ltd.)**  
**Type: Full Time/Contract**  
**Posting Date: August 22, 2024**  
**Deadline/Expiry: September 13, 2024**  
**Job Location: Barrie, Ontario**

**Position Overview:**

Under the direct supervision of the Landscape Architect/Principal of **Landmark Environmental Group Ltd.**, and/or delegate the Arbor & Urban Forestry Associate position, provides accurate and timely technical and administrative support for the processing of tree inventories/assessments, Forest Management Plans, Arbor plans/details, proposal and contract documents for applications or landowner requests. This role will have a direct contact with employees of the **LEGroup Ltd.** with Principal(s). Independent judgement with minimal supervision is required to plan, prioritize and organize a diversified workload.

This position is required to have the following key competencies:

- Technical capacity
- Personal ethics and credibility
- Orientation to detail
- Independent work and collaboration skills
- Proficient communication capabilities

**Employer Description:**

We are a premier Landscape Architecture, Consulting Arboriculture & Urban Forestry firm based in Barrie, Ontario celebrating over fifteen years of service excellence to clients in the surrounding GTA including Toronto, York, Peel, Simcoe & Muskoka regions. Our Firm is proficient in Landscape Architecture design for residential, institutional & industrial/commercial subdivision/site plan developments for municipal approvals with emphasis on planting design/details using urban design and CPTED principals. **LEGroup Ltd.** is also well-experienced in the areas of Consulting Arboriculture review, Tree Inventory/Preservation Reports, Tree Valuation/Appraisals, Tree Risk Assessments and Butternut Health Assessments; enabling complete integration of Landscape Architecture and Arboriculture Services. Visit our website at [www.LEGroupLtd.com](http://www.LEGroupLtd.com).

Suitable candidates will be required to possess the experience and skill sets described below:

**Job Responsibilities will include:**

- Preparation of on-site tree inventories, health assessments, tree preservation plans (TIPP), and tree compensation plans. Skill sets including tree appraisals, Managed Forest Tax Incentive Plans are considered an asset;
- Preparation of Urban Forestry & Consulting Arbor documents using GIS, ArcMap and/or CAD software, Microsoft suite (Word, Excel, Outlook & PowerPoint) which may include tree inventories for compensation plans, details, specifications, cost estimates/budgets in relation to landowner developments. These developments include municipal site plans, engineering plans, subdivision, severances/minor variances, applications/approvals. Preparation of other reports, addendums, letters and memos are 'as assigned';
- To be knowledgeable in applicable legislation including, but not limited to: Ontario Forestry Act 1990, Endangered Species Act 2007, Migratory Birds Convention Act 1994, Crown Forest Sustainability Act 1994 & the Planning Act 1990;
- To be knowledgeable in forest and tree identification including tree, shrub, entomology and pathology;
- Applicant is to be familiar with tools used by Consulting Arborists including but not limited to Trimble Data Collectors (Geo 7x or equivalent), clinometers, map & compass, DBH tree calipers & tapes, rangefinders etc.;
- Responds to general telephone/client inquiries, on-site visitation regarding new business or the progress of current arbor/development application processing and liaise with Landmark Environmental Group staff for clarification or to coordinate the completion of development plan projects;
- Undertake general office duties and other duties 'as assigned';

**Educational, Accreditation & Training Qualifications:**

- Approved Forestry degree, Urban Forestry Technology, Forestry Technician or Forestry Technology College programs and two years relevant field experience considered assets;
- Eligibility for membership in the International Society of Arborists (ISA) or Ontario Professional Forestry Association (OPFA) working towards the Registered Professional Forester (RFP) designation and eligibility to undertake and successfully complete the certifications is required. Training/qualifications in TRAQ (Tree Risk Assessment Qualified), TPAQ (Tree & Plant Appraisal Qualified) credentials considered an asset;
- Completed training and experience in the Microsoft Office Suite, ArcGIS, ArcMap, AutoCAD, Trimble Geo 7x (or equivalent) Data Collector/Antenna.



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### Experience Requirements:

- Experience in preparing tree inventories, preservation plans and interpreting site grading and drainage plan requirements;
- Experience in understanding/interpreting development plans/details such as, but not limited to landscape architecture, surveys, engineering, architecture and arboriculture plans;
- Experience in preparing AutoCAD drawings, ArcGIS and ArcMap is considered essential to the success in this position;
- Minimum 2 years' experience in working in field and office settings with firm deadlines and the ability to switch priorities upon request.

### Additional Requirements:

- Critical thinking, ability to analyze, organize & prioritize tasks with attention to detail is essential;
- Demonstrate individual motivation and initiative to successfully complete tasks in a remote environment on temporary basis as required;
- Certifications in Ecological Land Classification (ELC) is considered an asset;
- Exhibit a self-starter attitude, motivated mind-set and be able to work with minimum supervision;
- Deliver outstanding client/customer service communications via email, in-person & phone;
- Must have excellent oral and written communication skills;
- Committed to collaborative team-building abilities, a willingness to learn and contributing to overall project completion;
- Must have a valid Ontario 'G' driver's license with a clean driving record and access to a reliable vehicle.

### Working Conditions:

- This role requires work in the field including under several weather conditions, walking long distances in a forested environment and being outside for an extended period;
- The office working environment offered is desk space within a shared office;
- Ratio of office work environment vs. field work setting is approx. 60%/40%;
- Group benefits effective after 3-month probation period;
- Tuition support/continuing education;
- Willing & able to travel for regular multi-day field surveys, sometimes in remote locations, under inclement weather, in a variety of environmental conditions, or for long hours.

This position may be required to work occasional evenings and weekends, as required from time to time. This posting is not an inclusive listing of activities, duties or responsibilities that may be required of the employee. Additional duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

We offer competitive salary that commensurate with experience, support with continuing education opportunities and competitive group benefits package (eligible after successful 3-month probationary period).

Our positive open-door office atmosphere along with the collective talents of our capable staff assists in providing a supportive work environment **LEGroup Ltd.** succeeds on the exceptional abilities that their employees possess and is pleased to encourage the goals and aspirations of its team members. **LEGroup Ltd.** values a work/life balance within a workplace that encourages growth, inclusion, diversity and overall employee wellbeing.

As part of our selection process, candidates may be requested to consent to relevant background checks, prior to receiving a job offer. These could include: work references, education and credential confirmation, employment verification, and driver's license record.

### How to apply:

Interested and qualified applications can apply via email to [hr@LEGroupLtd.com](mailto:hr@LEGroupLtd.com).

Please include the following with your submission:

- Resume;
- Cover letter;
- References (two).

We thank all applicants for your submissions; however, only candidates selected for an interview will be contacted.