
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Choose an item. **Part-time Support Staff**

Position Title: Forestry Cluster Technician

Position Number: [Click here to enter text.](#) **Pay Band:** 10

Reports To: Marc Patenaude, Operations Manager, SENRS

Appointment Type: Other-details at right. **“Other” Hours Details:** Fall 4-6 hr days, Winter 3- 8 hr days

Scheduled Weekly Hours (maximum 24 hours per week): 24/week

PDF Completed By (Manager Name): Senior Operations Manager

Effective Date: January 5, 2021 **Last Revision:** May 7, 2025

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Provides technical expertise and support to Arboriculture and Urban Forestry faculty and students in researching, designing, planning, demonstrating and delivering laboratory and field exercises. Tests, evaluates, installs and maintains related equipment and supplies in a safe and secure environment.

Ensures that safety procedures are followed for the protection of students and faculty.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Assists faculty on field trips; demonstrate safe technical and practical skills in field; oversee students during exercise; drive college/rental vehicles including bucket truck, as required. Demonstrate the safe approach to theoretical and practical aspects of tree felling, tree climbing, tree maintenance, tree removal, line clearing and equipment operation within the Arboriculture, Forestry and Urban Forestry industry. Oversee students utilizing highly specialized skills in tree felling, sawmill operation, tree climbing, pruning, tree removal and operating to safe limits in line clearing exercises around energized conductors. Assist with evaluation of students during the above field activities.	70
2	Install, evaluate and maintain program(s) equipment and supplies, chainsaws and clearing saws, arborist's equipment, trucks, woodchippers, stump grinder and fertilizing equipment.	20
3	Maintain contact with other program faculty and support staff to coordinate and provide equipment and assistance for their program needs.	5
4		
5		
6	Other Duties As Assigned <i>(do not amend this section)</i>	5

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Choose an item.

This should be 1 year College Certificate

Field(s) of Study:

Arboriculture, Urban Forestry or related field

Other Vocational Certifications and/or Apprenticeships:

DZ License

Professional Chainsaw Operator Training

ISA Arborist Certification and/or ISA Certified Tree Worker

Electrical Awareness training

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

Minimum of three years experience in:

Experience in small engine troubleshooting and repair.

Practical experience in mechanical repair and maintenance.

Current experience in the latest safe arboriculture practices as per Arborist Safe Work Practices.

Leadership experience.

Proven oral and written communications skills.

Experience working in a team environment.

Proven organization and planning skills.

Working knowledge in Windows environment and Microsoft Word, Excel and PowerPoint

Experience in an educational or training setting

Proven knowledge of Health and Safety requirements in the field.

Experience providing student assistance in a learning environment and driving a bucket truck are assets.

Additional Skills & Abilities:

Comfortable/proficient operating a range of industry equipment including a tractor, skid steer and sawmill.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Inoperable piece of equipment
Description Perform basic trouble-shooting exercise for the piece of equipment and make the decision to spend more time on diagnostics or to take it to an outside mechanic/shop for repair.

Example #2

Task / Activity Assessing student level of experience in handling a chainsaw
Description Student seems reluctant or insecure or is using the wrong techniques. Ask the student if they are having any problems and if you can help out in any way. Probe thoroughly with questions (particularly if they say they don't need help) to check understanding of theory, equipment operations and to determine areas where additional demonstration and practice re required. Provide positive re-enforcement and analysis. Visual check of their PPE to see if they are using it correctly. Ask the student to demonstrate the techniques required to complete the task (saw off). Inspect the area the task is set for and ensure it is a safe site. Foresee safety problems associated with limited experience, poor technique or hazardous situations involving the student and be pro-active in preventing injury. Demonstrate the safe techniques used to complete the task (saw operating). Have the student complete the task under your direct supervision. Positive reinforcement to correct and unsafe acts.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Non-routine.

How would you describe the complexity of the work?
Some duties are varied and complex.

Describe the business processes used by the position.
Processes are different and unrelated.

JUDGEMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supervising students learning to fell trees
Description
Knowing how to identify a tree felling error and when to stop a student to provide feedback about their felling operations in safe and timely manner.

Example #2

Task / Activity Assist a new student in safely climbing a tree to 15 meters.
Description Student seems reluctant or insecure or is using the wrong techniques. Ask the student if they are having any problems and if you can help out in any way. Probe thoroughly with questions (particularly if they say they don't need help) to check understanding of theory and to determine areas where additional demonstration and practice re required. Provide positive re-enforcement and analysis. Visual check of their equipment to see if they are using it correctly. Ask the student to demonstrate the knots used to access the tree. Inspect the tree to ensure the rope set is correct. Demonstrate the safe techniques used to climb the tree. Foresee safety problems associated with limited experience, poor technique or hazardous situations involving the student and be pro-active in preventing injury. Climb the tree with the student to instil confidence

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Breakdown facts or components of the problem situation to find a solution.

In determining a solution for problems, the incumbent has discretion to:

Choose from a range of existing options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Directional tree felling/tree climbing demonstration and feedback.
Description
Demonstration of directional tree felling where felling position must be exact. Use of connecting links and climbing gear for tree ascent/descent.

Example #2

Task / Activity
Equipment maintenance and repair
Description
General repairs of all equipment that is broken during daily labs and instruction as well as daily/weekly maintenance and annual maintenance and inspection of equipment. These duties require the use of specialized tools that require dexterity and precision (chainsaw files and other sharpening systems, torque wrenches etc.)

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Directional tree felling demonstration and feedback.	70
Equipment maintenance and repair	15

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity Equipment handling and storage
Description Loading and unloading of equipment (i.e., 30 chainsaws, 15 ropes, bar oil, saw fuel, rigging gear, felling aids, safety equipment etc.) on a daily/weekly basis.

Example #2

Task / Activity Tree climbing/directional tree felling demonstrations
Description Performing tree climbing/directional tree felling demonstrations in the field requires physical fitness, strength and coordination for up to 30 minutes at a time.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Equipment handling and storage	15
Tree climbing/directional tree felling demonstrations	10

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Student observation/feedback
Description In class/field observations of practical field skills (tree climbing, directional felling, saw milling) require constant attention, free of distractions for safety reasons.

Example #2

Task / Activity Equipment maintenance and repair
Description Maintenance and repair of equipment requires attention to detail and work must be performed to manufacturer guidelines for safety of self and safe operations in the field.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Student observation/feedback	70
Equipment maintenance and repair	15

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supervision of new operators/climbers in the field
Description
Managing and communicating in stressful situations where you must provide feedback in a respectful and calm demeanour to a student who may be experiencing difficulty demonstrating a specific skill or technique.
Often multiple different ways of demonstration/delivery are required to achieve understanding in a stressful situation.

Example #2

Task / Activity
Equipment preparation
Description
Ensuring that all equipment and gear required for off-site field activities is provided and in safe working order for student use in the field.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines are tight OR may periodically change or conflict.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
Supervision of new operators/climbers in the field	70	TP (Tends to be Predictable)

Task	% of Time	Predictability*
Equipment preparation	15	PR (Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supervision of new operators/climbers in the field
Description
Supervision of new operators/climbers in the field required the person to make critical and time-sensitive decisions on their own on a daily basis.

Example #2

Task / Activity
Equipment preparation
Description
Ensuring that all equipment and gear required for off-site field activities is provided and in safe working order for student use in the field.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within general procedures and past practices.

What degree of supervision is typically provided to the incumbent?

Periodic supervision; occasional supervisory input.

How is the work typically checked and verified?

Output is reviewed by exception only.

How frequently is the work checked?

Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Faculty	Student assessment/progress report, notification of deadline, guidance with problems	Daily
Students	Provide technical advice and expertise, demonstrate skills and techniques during field exercises	Daily
Technicians	Share information with other program technicians, coordinate tasks, assist with equipment repair	Daily
Manager, School Operations (Frost)	Communicate tasks, status of projects, concerns	Monthly
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:
Exchanging basic factual information.

What type of involvement does this position have with confidential information?
Does not typically deal with confidential information.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Supervision of new operators/climbers in the field
Description
Individual is directly responsible for their actions/inactions and decisions in the field when supervising student practical field activities.

Example #2

Task / Activity
Equipment preparation
Description
Lab activities cannot be completed if equipment is not maintained, repaired or loaded for use. The person is directly responsible for their decisions and actions.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?
Errors detected after-the-fact.

What is the typical scope of impact to the organization for errors in this position?
Results in some workflow disruption, duplication and/or wasted resources.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment No	0
Outdoor work; seasonal conditions Yes	90
Indoor equipment space	10
Other (please specify)Works with chemicals when maintaining equipment, etc.	5
Risk of serious injury to students and/or self	70

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?

Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

This position is required to support other full time technologists in the field and with field activity preparation in the arboriculture, urban forestry and forestry programs.