

**Pay:** \$17.83-\$18.74 per hour

**Season:** 960-1,280 hours

**State Lands:** Assigned District



## SEASONAL TRAILS COORDINATOR

### Definition:



The Trails Coordinator (TC) will work with other District staff to manage recreational trails and other infrastructure such as bridges, gates, parking areas, vistas, signs, kiosks, shelters, and boundaries. The TC plans, develops, and coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted, and volunteer trail crews. One TC will oversee the Vermont State Trail Crew (STC). The STC is a 4 to 6-person trail crew that is available to operate on Vermont State Lands managed by the Department of Forests, Parks and Recreation. The TC also supports and oversees the district volunteer trail maintainer program. Duties are performed under the general direction of the Forest Recreation Specialist, but with need for significant independence interacting with the public and outside service providers.

### Examples of Work Performed:

#### State Trail Crew

- Works with District recreation staff to develop the STC season schedule.
- Supports the development and implementation of STC trainings.
- Compiles weekly STC accomplishments using a weekly work log and generates an annual report of accomplishments.
- Ensures the STC has appropriate equipment and PPE to perform weekly projects.
- Ensures the District recreation staff have needed project materials in place prior to the arrival of the STC.
- Plans work for the State Trail Crew and directly supervises their work when the crew is operating within their district.

#### Partner Organization and Community Support

- Supervises and monitors trail crews from the Vermont Youth Conservation Corps, Northwoods Stewardship Center, and Green Mountain Club, and private contractors on a project basis.

- Coordinates with various trail organizations on relevant trail issues as needed and with the guidance of the Forest Recreation Specialist.
- Represents FPR at local meetings and through personal contact with the public, media, and outside service providers.

#### Volunteer Management

- Coordinates and monitors volunteers and volunteer projects in coordination with appropriate user groups such as the Vermont Horse Council, Vermont Association of Snow Travelers, and Catamount Trail Association.
- Supports the development and implementation of training events for the District's Trail Maintainer Program.
- Performs outreach to Trail Maintainers collecting feedback on trail conditions for use in determining future project prioritization.
- Supports the management of the Trail Maintainer database and performs recruitment to fill vacancies as needed.

#### Trail Data

- Uses the ESRI Collector App to support the management of GIS trail infrastructure data bases ensuring new and replaced infrastructure is updated.
- Supports the documentation of trail use by managing trail sign-in boxes and infrared and metal trail counters under the guidance of Forest Recreation Specialists. Work may include the processing of data and generation of reports.
- Collects location data of trails through use of GPS and creates trail maps in ArcGIS.

#### Project Planning and Implementation

- Periodically inspects and assesses trails to determine compliance with appropriate use standards for safety and general condition.
- Plans and conducts needed roving work to ensure trails are accessible for the State's designated uses and maintained to appropriate tread width, height clearance, and trail corridor width. Ensures trail corridors and drainages are clear of branches, saplings, and debris; conducts post-storm removal of blowdowns and debris; maintains drainages and waterbars; and repair/replaces signs and bridges, as needed.
- Develops, coordinates, and implements long-term maintenance plans for trails within district.
- Estimates costs of new trail construction and/or trail maintenance and improvement projects, including labor, materials, and equipment.
- Plans, designs, and lays out new trails. Coordinates informational and interpretative trail signage improvements.

- Works with the Forest Recreation Specialist to prepare grant proposals, bid estimates and requests for proposals, and contracts for trail projects in region/district.
- Designs, plans, and orders supplies and materials for new and replacement structures on trails.
- Manages grants and projects, including monitoring budgets, coding invoices, time sheets, and obtaining permits and clearances for all projects.
- Works with the Forest Recreation Specialist to develop and implement training for State Park Rangers and trail maintainers, as needed.
- Performs trail maintenance using heavy equipment, chainsaws, and hand tools as needed.
- Ensures compliance with federal, state, and local permits.
- Develops budget needs and monitors expenditures for trail grants.

**Knowledge, Skills and Abilities Required for Class Entry:**

- Extensive knowledge of the methods, practices, tools, and materials used in trail construction, maintenance, and signing.
- Extensive knowledge of equipment maintenance and operation.
- Knowledge of trail design standards for various trails uses. Knowledge of environmental issues related to trails management.
- Knowledge and experience with light carpentry and construction skills.
- Ability to follow complex oral and written instructions. Ability to demonstrate excellent oral and written communication skills.
- Ability to estimate materials, and to order and control materials to ensure the most economical use.
- Ability to plan, lay out, assign, inspect, and supervise the work of employees, contractors, and volunteers.
- Ability to establish and maintain effective working relationships. Ability to work effectively with trail and other recreational groups and organizations. Ability to solve problems, negotiate, and build consensus.
- Ability to use Word, Excel, and ArcMap.

**Knowledge, Skills and Abilities Required for Full Class Performance:**

- Knowledge of applicable state and departmental rules, regulations, policies, and procedures.
- Knowledge of the basic principles, concepts and methodology associated with public administration, contract management, and MOUs from other trail organizations.
- Knowledge of applicable federal, state, and local permit processes.
- Knowledge of and the ability to maintain equipment and tools used in trail maintenance, construction, and repair projects.

- Ability to train and supervise various types of employees.
- Ability to complete assignments correctly and in a safe and timely manner.
- Ability to be flexible in daily schedule and work under stressful situations.

**Environmental Factors:**

Duties are performed indoors and outdoors in all types of weather. Some lifting of heavy items is required. Manual dexterity is needed to operate equipment and use tools. Some evening or overtime work may be necessary. A valid driver's license is required for travel to work sites.

**Minimum Qualifications for Application:**

**Education:** Bachelor's degree in natural resource management, environmental sciences, recreation management and administration, park management and administration, engineering or related field.

**Experience:** Three years of progressive experience in trail and/or park management, development, construction, and maintenance.

**Certificates:** Wilderness First Aid or Wilderness First Responder. Chainsaw training either Game of Logging Level 1 and 2 or Forest Service Chainsaw training (S212). (FPR may be able to provide these trainings if needed depending on available funding).

**Note:** Additional course work in parks, recreation, leisure facilities management, natural resources management, or a related field may be substituted for the experience on a semester for six months basis.

**Provided by FPR:** Safety equipment, workstation in an FPR District office, laptop, and cellphone; training opportunities focused on trails design, layout, and construction; mileage reimbursement when a personal vehicle is used for work.

**Additional Compensation:** Mileage reimbursement if vehicle is used for work, access to State Park campsites based on availability, Wilderness First Aid and Game of Logging (as needed) and trail construction/maintenance skill training, stipend toward the purchase of chainsaw boots, VT State fishing license.