

Pay Grade: 18 (\$19.03 per hour)

Season: Flexible, up to 32 weeks (1,280 hours)

State Lands: Assigned District



SEASONAL TRAILS COORDINATOR I

Definition:

Assists Vermont Department of Forests, Parks and Recreation staff with the operation and management of the Vermont state trail program. Coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted and volunteer trail crews. May play a role in the training of the State Trail Crew (STC) and supervises the STC when operating within their assigned district. Assists with the preparation of grants, requests for proposals, and contracts for trail projects. Duties are performed under the general direction of the District Recreation Representative but with need for significant independence interacting with the public and outside service providers.

Examples of Work Performed:

Trail Assessment and Monitoring

- Periodically inspects and assesses trails to determine compliance with appropriate standards for safety and general condition.
- Collects location data of trails through use of GPS and creates trail maps in ArcGIS.
- Collects visitor information and numbers on trail use.
- Develops, coordinates, and implements long-term maintenance plans for trails within district.

Project Development and Stewardship

- Plans and conducts needed work to maintain/bring up trails to acceptable standards.
- Performs trail maintenance using hand tools, power tools (chainsaws, brush saws, etc.) and heavy equipment, as needed.
- Plans, designs and lays out trail maintenance and construction projects.
- Develops budget and monitors expenditures for trail grants.

- Estimates costs of new trail construction and/or trail maintenance and improvement projects, including labor, materials, and equipment.
- Designs, plans and orders supplies and materials for new and replacement structures on trails.
- Assists with grant and project management, including monitoring budgets, coding invoices, time sheets, obtaining permits and clearances for all projects.

Project Management and Supervision

- Plans work log for the state trail crew and directly supervises their work when operating within their assigned district.
- Supervises and monitors the State Trail Crew, volunteers, trail crews from the Vermont Youth Conservation Corps, Northwoods Stewardship Center, and Green Mountain Club, and private contractors on a project basis.
- Ensures compliance with federal, state and local permits.
- Provides training to Volunteer Trail Maintainers, State Park Rangers and other FPR staff, as needed.

Outreach, Communication, and Collaboration

- Develops, monitors and maintains informational and interpretative trail signage.
- Coordinates and communicates with various trail organizations on relevant trail issues and projects, as assigned.
- Represents the FPR at local meetings and through personal contact with the public, media, and outside service providers.

Other Duties

- Provides assistance with state park or other forestry-related projects.
- Performs related work as required.

Knowledge, Skills and Abilities Required

The ideal candidate will have the following skill sets:

- Extensive knowledge of the methods, best 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.
- 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 affect 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.

Knowledge, Skills and Abilities Required for Full Class Performance:

- Knowledge of applicable state and departmental rules, regulations, policies, and procedures.
- 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 outdoors in all types of weather. Members must demonstrate the following:

- Lift heavy items, at times up to 50 lbs.
- Carry heavy loads over difficult terrain in a variety of weather conditions.
- Manual dexterity is needed to operate equipment and use tools.
- Camp in both front country and back country settings.
- Some evening or overtime work may be necessary.

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. A valid driver's license is required for travel to work sites.

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.

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.