



## **SEASONAL TRAILS COORDINATOR PG 18 - \$17.44/hour**

**Season:** April 13, 2020 to August 28, 2020 (20 weeks)

**Application Due:** February 28, 2020

### **Definition:**

In 2020 there are two open Trail Coordinator positions within the Department of Forests, Parks, and Recreation. One in District 4 and one in District 5 of the Department of Forests, Parks and Recreation (FPR). District 4 is the Central Vermont area containing Mount Mansfield State Forest, the Worcester Range and other remarkable examples of State Land. The District 4 position will be based out of the FPR office located in Barre, VT. District 5 spans the Northeast Kingdom of Vermont containing Groton State Forest, Willoughby State Forest and other remarkable examples of State Land. The District 5 position will be based out of the FPR office located in St. Johnsbury, VT. The Trails Coordinator plans, develops, and coordinates trail maintenance and development projects, and supervises and monitors in-house, contracted and volunteer trail crews. Prepares grants, requests for proposals, and contracts for trail projects. 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:**

Periodically inspects and assesses trails to determine compliance with appropriate standards for safety and general condition. Plans and conducts needed work to bring up to acceptable standards. 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 prepares 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 grant and projects, including monitoring budgets, coding invoices, time sheets, obtaining permits and clearances for all projects.

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. Plans work log for the state trail crew and directly supervises their work when the crew is operating within their district. Works with the Forest Recreation Specialist to develop and implement training for State Park Rangers and trail maintainers.



Performs trail maintenance using heavy equipment, chainsaws, and hand tools as needed. Ensures compliance with federal, state and local permits. Supports the collection of visitor information and numbers on trail use. Develops budget needs and monitors expenditures for trail grants. Collects location data of trails through use of GPS and creates trail maps in ARCGIS. Coordinates with various trail organizations on relevant trail issues as needed and with the guidance of the Forest Recreation Specialist. Represents the Park or Department at local meetings and through personal contact with the public, media, and outside service providers.

### **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.
- 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 may be 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. (FPR may be able to provide these trainings if needed depend 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 a FPR District office, training opportunities focused on trail layout and construction skills, mileage reimbursement when a personal vehicle is used for work, laptop, and cellphone.

**The on-line application process can be found at: <https://vtstateparks.com/employment.html>**

### **Questions can be directed to:**

District 4:  
Walter Opuszynski  
Forest Recreation Specialist  
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District 5:  
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