

ESSEX PARKS AND RECREATION TRAILS COORDINATOR

FLSA STATUS: Hourly
LEVEL: 6
Spaces

UNION: AFSME
REPORTS TO: Assistant Director, Parks, Trails, Open

WORK HOURS:

In general, the regular work hours are 7:00 a.m. to 3:30 p.m. Monday through Friday. Attendance at night meetings and after hour programs will be required as needed. Schedule will likely vary week by week.

OBJECTIVE/PURPOSE:

This position coordinates the management and enhancement of municipal-owned lands and approved easement parcels throughout the community of Essex. They will develop, coordinate and conduct trail maintenance projects. The Trails Coordinator will continuously make all community trails and open spaces more known and welcoming to the public through accurate, easy to understand, and readily accessible information.

ESSENTIAL FUNCTIONS:

Following is a list of the more common duties and responsibilities attributable to this position. This list is not all-inclusive and may be amended from time to time as circumstances may dictate.

- Trail Maintenance:
 - Plans and conducts evaluation of needs to bring trails and parks up to acceptable standards.
 - Develops, coordinates, and implements long-term maintenance plans for trails within the community.
 - Periodically inspects and assesses trails to determine compliance with appropriate standards for safety and general condition.
 - Coordinates informational and interpretative trail signage improvements.
 - Supports the collection of visitor information and numbers on trails.
 - Explore the development of a volunteer trail caretaker program.
 - Maintain records and train volunteers for regular and special trail work.

- Trail Planning, Construction & Mapping:
 - Plans, designs and lays out new trails within level of expertise.
 - Establish Town of Essex “Trail Inventory”
 - Collects location data of trails through use of GPS and creates trail maps working alongside the GIS Coordinator in ARCGIS.
 - Estimates costs of new trail construction and/or trail maintenance and improvement projects, including labor, materials, and equipment.

- o Designs, plans and orders supplies and materials for new and replacement structures on trails.
- Policy Creation & Trail Management:
 - o Manage multiple user groups
 - o Mitigate concerns with dog users
 - o Coordinates with various trail organizations on relevant trail issues as needed and with the guidance of the Parks Maintenance Superintendent and Parks and Recreation Director.
- Natural Resource and Invasive Species Management
 - o Assist in execution of existing Forest Management Plans
 - o Initiate and support the creation of new Forest Management Plans
 - o Develop plans as needed for invasive species.
- Development of new recreation opportunities
 - o Identify trail connections or potential easements.
 - o Examine and advise existing potential opportunities for recreation for example, multi-acre enclosed dog walking areas, cross-country ski trails, mountain biking trails, scenic vistas, wildlife viewing blinds, an advanced disc golf course, paved multi-use paths, recreational fields and more.
- Grant writing and management.
 - o Works with the Parks Maintenance Superintendent and Parks and Recreation Director to prepare grant proposals, bid estimates and requests for proposals, and contracts for trail projects in region/district.
 - o Manages grants and projects, including monitoring budgets, coding invoices, time sheets, obtaining permits and clearances for all projects.
- Community Relations:
 - o Act as the Town of Essex staff liaison for the Conservation & Trails Committee.
 - o Maintain relationships with Fellowship of the Wheel user group/trail maintenance group at Saxon Hill.
 - o Maintain relationships with Chittenden County Foresters.
- Performs duties under the general direction of the Parks Maintenance Superintendent, and ultimately the Parks and Recreation Director, but will work independently while interacting with the public and outside service providers.
- Represents the Parks and Recreation Department at local meetings and through personal contact with the public, media, and outside service providers.
- May support the Parks and Recreation programming with guided trail walks and hikes, adding an educational component to the group (afterschool childcare programming, summer camp programming, community events/walks, etc.)
- Supports Parks Maintenance initiatives on an as needed basis depending on the seasonal/project.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to perform moderately strenuous duties under varying weather conditions for long hours.
- Extensive knowledge of the methods, practices, tools, and materials used in trail construction, maintenance, and trail interpretation/signage.
- 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 plan, lay out, assign, inspect, and supervise the work of seasonal staff, contractors, and volunteers.
- Ability to estimate materials, and to order and control materials to ensure the most economical use.
- Ability to upgrade skills through continuing education.
- Must be able to accept constructive criticism.
- Proficient computer skills, ability to use computer for basic duties such as work order system and email.
- Ability to interact personably and professionally with co-workers, members of the public, and other local and State entities in a professional and courteous manner at all times.
- Must possess strong leadership skills and the ability to plan and prioritize work.
- Ability to be flexible in daily schedule and work under stressful situations.
- A valid driver's license with a positive driving record is required.

EDUCATION AND EXPERIENCE:

The list below of qualifications and experience is desired, unless otherwise specified, for this position. Essex will consider any combination of education and experience that allows for successful performance in this role. The Town's goals include hiring the candidate who is best able to meet the objectives of the position. We, therefore, encourage persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualification and hiring criteria described. There will be in some instances licensures or other requirements that are legally required.

- Associates degree or higher in natural resource management, environmental sciences, GIS, recreation management and administration, park management and administration, engineering or related field.
- Wilderness First Aid or Wilderness First Responder within one year of employment.
- Chainsaw and invasive species training is preferred.
- CPRP certification upon employment or within the first 2 years of employment.
- Three years of progressive experience in trail and/or park management, development, construction, and maintenance.
- Additional course work in parks, recreation, leisure facilities management, natural resources management, or a related field may be considered as a substitute for some experience.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

* Note: In terms of an 8 hour workday, “occasionally” equals 1% to 33%, “frequently” equals 34% to 66%, and “continuously” equals 67% to 100%.

Physical Effort	Occasionally	Frequently	Continuously
1. Work in a Stationary Position	X		
2. Move/Traverse			X
3. Bending Over		X	
4. Operate, Activate, and Use objects, equipment, etc.			X
5. Ascend/Descend stairs, equipment, etc.		X	
6. Position self (to) move			X
7. Reaching Overhead			X
8. Pushing or Pulling			X
9. Communicate/Converse with other individuals			X
10. Detect/Perceive/Identify			X
11. Repetitive use of hands/arms			X
12. Grasping		X	
13. Move, Transport, Position, Remove			
10 lbs. or less			X
11 to 25 lbs.		X	
26 to 50 lbs.		X	
51 to 75 lbs.		X	
76 to 100 lbs.	X		

Mental Demands

Mental Effort	Occasionally	Frequently	Continuously
1. Thinking analytically		X	

2. Communication			
Using effective verbal communication		X	
Using effective written communication		X	
3. Handling stress & emotions		X	
4. Concentrating on tasks			X
5. Remembering details			X
6. Making decisions	X		
7. Adjusting to changes		X	
8. Examining/observing details			X

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works outside in variable weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The noise level in the work environment is usually loud.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Essex is an Equal Employment Opportunity employer.

EMPLOYEE ACKNOWLEDGEMENT

I have received and understand the requirements, essential functions and duties of this position.

Employee Signature

Date

Supervisor Signature

Date