

Pay Grade: 18 (\$19.41/hour)

**SEASONAL TRAILS COORDINATOR I**

**Application Deadline:** 2/16/2024

**Application Instructions:** Email resume and brief cover letter to [Brian.Renfro@vermont.gov](mailto:Brian.Renfro@vermont.gov)

**Season:** Mid may through later November, with some flexibility

**Location:** State Land in Windsor and Windham Counties, VT. Office in Springfield VT

**Definition:**

Assists Vermont Department of Forests, Parks and Recreation staff with the operation and management of the Vermont state trail program. In the field, contribute to all aspects of recreation management on state lands, including general roving and trail maintenance, special projects including carpentry work and trail based stone work, project development and implementation, trail assessment and trail crew oversight. Duties are performed under the general direction of the District Recreation Representative but with a need for significant independence.

**Examples of Work Performed:**

- Perform spring and fall trail roving to clean/dig trail waterbars to ensure proper function, clear blow downs and perform general structure maintenance.
- While performing general trail maintenance/roving, inspects and assesses trails to determine compliance with appropriate standards for safety and general condition.
- Constructs and repair waterbars, staircases, gargoyles and other trail structures with hand tools.
- Develops, coordinates, and implements long-term maintenance plans for trails within district.
- Plans and implements repairs to dispersed recreation infrastructure including kiosks, privy's, leanto's etc.
- Manages vegetation at key public access points, including string trimming and mowing.
- 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.
- Clears blowdowns up to 8" and encroaching vegetation from trails using hand tools if not chainsaw certified
- Designs, plans and orders supplies and materials for new and replacement structures on trails.

**Knowledge, Skills and Abilities Required**

The ideal candidate will have the following skills:

- 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 oversee the work of volunteers and trail crews.
- 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 prioritize tasks and organize schedule to efficiently accomplish tasks.

**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 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.
- 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.

**Minimum Qualifications for Application:**

- High school diploma
- 2 years experience in trail/recreation management or other associated natural resource management experience.
- A valid driver's license is required for travel to work sites.

**Desired Qualifications:**

- Chainsaw Game of Logging 1-3 or USFS equivalent
- Proficient in ArcGIS Desktop or ArcMap Pro
- Prior trail crew experience
- AS or BS in Recreation Management or similar Natural Resource degree

**Additional Details:**

- Housing is not available through the department for this position.
- A vehicle will be provided for travel to and from field sites.
- Schedule 40hrs/ week, generally Monday through Friday, however some flexibility on days may be available.