



## UROC Trail Manager Position

**Position Title:** Trail Manager

**Reports To:** UROC Board of Directors

### POSITION SUMMARY

The primary responsibility of the Trail Manager is to manage UROC's involvement in trail development, construction and maintenance. The Trail Manager works with the Board of Directors to establish trail work priorities, identify new construction projects, and to coordinate with various stakeholders. The Trail Manager is responsible for overseeing UROC's seasonal trail crew and works closely with the Trail Crew Leader to develop and implement trail work plans.

The Trail Manager position will be full-time, seasonal and run from April 15 - Oct 31 with exact start/finish dates to be determined and negotiated upon hiring. There is opportunity for additional, part-time work to take place throughout the "off season", depending on funding. Pay range will be \$28-\$33/hr and the schedule will be 4 days/wk, 9 hr/day (36hr/week total).

### RESPONSIBILITIES

- Trail mapping and data collection and organization
- Conduct trail inspections to identify maintenance tasks and assign priorities
- Provide direction to trail crew and volunteers to complete trail maintenance and new construction projects
- Assist with annual and ongoing operational planning and budgeting
- Implement safe work practices as per UROC OH&S and Safety Manual; update as necessary
- Identify, flag, and GPS potential new projects
- Prepare and submit applications for authorization of new trail development projects
- Management, planning, design and construction of new trail development projects, including management of contractors
- Planning, design, installation and maintenance of signage
- Develop and maintain relations with various public lands stakeholders
- Work alongside land managers and UROC board of directors for development and implementation of trail plans and agreements
- Assist with grant writing for trail projects as directed by UROC Board of Directors
- Maintain trail counters and data
- Record trail crew and volunteer hours
- Track and maintain trail tools, equipment and materials
- Develop end of season reports for UROC Board, trail users, and land managers



## PREFERRED QUALIFICATIONS

- Experience, knowledge, and training in trail planning, design and construction
- Capable of completing long days of manual work in the field
- Comfortable working in remote areas
- Advanced level mountain bike skills
- Working knowledge of provincial and / or municipal legislation and policy
- Standard First Aid Level C
- Chainsaw certification (WTA Level 3 Intermediate or equivalent)
- GIS / mapping skills
- Microsoft Office skills