

TRAILS COORDINATOR

SUMMARY/PURPOSE

Under general supervision, coordinate year-round efforts in the planning, ~~acquisition, and~~ development and maintenance of City trails as defined in the Parks and Trails master plans. This position is responsible for both preliminary trail development planning and ongoing use planning, public communication, grant management and assisting with trail/park special projects, ~~recruiting and training trail/park volunteers to carry out trail construction and maintenance, and coordinating the urban forestry program.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Serve as project manager on trails planning projects, including but not limited to project scoping, RFP development, contractor management, grant management, public communication, plan implementation and grand opening/media events. ~~Develop and coordinate trail construction and maintenance projects~~
2. Manage the public process for trail planning and maintenance projects.
3. Manage all Citywide park and trail maps, signage, wayfinding and gates necessary for proper trail usage.
4. 4. Work in partnership with the Trails Leadworker to ensure proper trail planning and construction.
2. ~~Assist with coordination of annual maintenance of 100+ miles of wildland trails, including trailhead and signage maintenance.~~
5. Serve as the primary point of contact for all trail user groups, advisory groups and citizens.
6. Oversee and manage all trail-related agreements.
7. Perform necessary work and build effective working relationships with applicable internal/external stakeholders and user groups to effectively complete assigned work.
3. ~~Plan assigned aspects of trail construction projects, including assessment and evaluation of costs, materials, time, etc.~~
4. ~~Develop and implement trail maintenance standards.~~
5. ~~Serve as consultant regarding trail routing, construction and maintenance.~~
6. ~~Act as liaison with trail/park user and citizen advisory groups.~~
7. ~~Recruit trail/park volunteers and develop appropriate projects.~~
8. ~~Train and instruct volunteers in duties and safe work practices.~~
9. ~~Plan and implement volunteer recognition events.~~
40. 8. Ensure that trail/park user and citizen advisory groups participate in route planning, design and trail usage.
11. ~~Coordinate the urban forestry program volunteer activities.~~
12. ~~Conduct public and volunteer training and education relating to tree inventory, tree planting and invasive species.~~
13. ~~Maintain tree inventory condition rating.~~
14. ~~Coordinate volunteer planting, brushing and pruning programs.~~
15. ~~Perform related duties.~~
9. Work in partnership with the Volunteer Coordinator in recruitment, training and implementation of volunteer projects.
46. 10. Research, develop and make presentations to local groups regarding trail/park issues.
17. ~~Research grant opportunities and write and submit grant applications.~~
11. Manage and facilitate the grant process to ensure compliance; complete and submit all required reports.
12. Lead the Citywide park and trail map development process and distribution.
13. Develop content for and manage the Trails page on the City of Duluth website.
48. 14. Ensure proper and responsible communication about trail opening, closings, maintenance, etc.
49. 15. Perform related tasks as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. Bachelor's degree from an accredited college or university with major work in environmental science, forestry, ecology, landscape architecture, recreation, biological sciences, transportation planning or similar field.
- ~~B. Two (2) years experience in a related field, such as planning, landscape architecture/construction, recreation, forestry, park/trails operations or project management; or~~
- ~~C. A combination of related education/experience totaling 6 years. Additional experience may be substituted for a maximum of two years of education on a one year for one year basis.~~
- B-D. Certification related to trail building preferred but not required.

2. License Requirements

- A. Possession of a valid Minnesota driver's license or equivalent.

3. Knowledge Requirements

- A. Knowledge of the methods, tools, equipment and materials used in trail construction, management and maintenance.
- B. Knowledge of the principles and practices of landscape architecture and design as applied to trails.
- C. Knowledge of current environmental and biological issues and trends related to trail construction, management, maintenance and sustainability.
- D. Knowledge of applicable safety practices and procedures.
- E. Knowledge of grant application process and grant writing techniques reporting.
- ~~F. Knowledge of native plants, and trees, their care and maintenance requirements, and invasive species and the methods of removal.~~

4. Skill Requirements

- A. Strong organizational, research and writing skills.
- ~~A-B. Strong communication skills.~~
- ~~B-C. Skill in operating a personal computer and software applications including word processing, spreadsheet and graphic design~~ mapping.
- ~~C. Skill in preparing grant applications.~~
- D. Skill in reading maps and plans.
- ~~D-E. Skill in operating GPS units and utilizing data.~~

5. Ability Requirements

- A. Ability to plan and design implement trail and forestry projects.
- ~~B. Ability to supervise the work of construction crews, maintenance crews and volunteers.~~
- ~~C-B. Ability to make oral presentations to citizen/community groups and governmental agencies.~~
- ~~D-C. Ability to develop and maintain effective working relationships with other staff, outside agencies and the public.~~
- ~~E-D. Demonstrated ability to work successfully in independent settings with minimal supervision and to work positively and productively in a team setting.~~
- ~~F-E. Ability to maintain a positive and flexible approach to changing needs.~~
- ~~G-F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.~~

6. Physical Ability Requirements

- A. Ability to work outdoors in a variety of weather conditions.
- B. Ability to frequently hike in and navigate through remote and hilly terrain.
- C. Ability to occasionally lift and carry objects weighing up to 50 pounds while performing trail work and tree planting.
- D. Ability to occasionally stoop, kneel or squat and reach while performing inspections and planting trees.
- E. Manual dexterity to occasionally examine vegetation and operate computer.
- ~~E.~~
- ~~F. Ability to attend work on a regular basis.~~
- ~~G.~~F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
- ~~H.~~G. Ability to attend work on a regular basis.

HR: MC	Union: Basic	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: