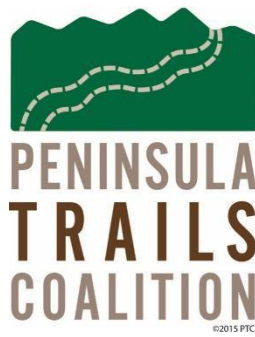


JOB DESCRIPTION

POSITION: Trail Maintenance Leader

REPORTS TO: Respective Area Vice-President



TERM: 6-month renewal

STATUS: Contract, Part time

STARTS: When filled

Position Summary:

An area **Trail Maintenance Leader** furthers Peninsula Trails Coalition's goals by performing, leading and coordinating trail section maintenance on the Olympic Discovery Trail (ODT or "the trail.")

Required Qualifications:

1. 18 years of age or older.
2. First Aid/CPR/AED and/or Wilderness First Aid certifications. If not already certified, the course must be passed during the first 2 months of employment. Certification must be maintained during employment.
3. Experience with workplace safety practices.
4. Able to lead volunteers by example.
5. 1+ years field experience including trail maintenance or conservation work.
6. Knowledge of trail design, construction, and maintenance.
7. Proficient with hand tools and small power equipment.
8. Valid driver's license and clean driving record. Experience towing equipment, trailers.
9. Self-motivated with a desire to take initiative, be a leader, work efficiently and communicate appropriately with diverse community groups.

Essential Duties:

1. Clearly and thoroughly communicates with all stakeholders in efforts to maintain the ODT. Written reports are required at least monthly.
2. Monitors trail conditions in the assigned area, responds quickly, and personally to problems.
3. Plans and leads PTC maintenance and construction efforts to resolve problems not resolved in 2.
4. Assumes responsibility for safety, organization and leadership of PTC volunteers in maintaining or improving the trail.
5. Operates hand tools, power tools, machinery and light equipment.
6. Trains and qualifies volunteers for safe operation of PTC provided tools.
7. Coordinates with multiple jurisdictional maintenance efforts in the section assigned.
8. Works with other section Trail maintenance leaders to accomplish larger tasks.
9. Assumes responsibility for maintaining, storing, repairing, and keeping adequate records for all PTC trail maintenance equipment available for the area.

10. Expected to become quickly familiar with the PTC Trail Maintenance Handbook and Guideline for Signs & Structures documents. Contributes to improvements in these and other trail documentation.
11. Coordinates trail maintenance and upgrade efforts with Trail Adopters and Adopt-a-Trail Managers
12. Leads or coordinates with the volunteer "Tiger Team" trail maintenance efforts.
13. Work will involve work parties on weekends and weekday evenings.
14. Performs other related duties as directed by the respective area Vice President.
15. Conducts and maintains volunteer hours reporting.

Desired Additional Qualifications:

1. 2+ years of project management experience including coordinating programs and/or managing staff and/or volunteers.
2. Chainsaw operation experience and certification. (Certification will be sponsored during employment.)
3. Heavy equipment and/or construction operation and maintenance experience.
4. Experience constructing trail foundations, bridge supports and drainage structures to provide engineering drawings.

Contractor expected to use a PTC provided maintenance vehicle, unless special circumstances require a change.

Contract position, hourly rate: \$35 ~ \$43 per hour

Position Open: Eastern Clallam County

Contact:

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