

Job Profile: Trail Construction Manager

The Salmo Valley Trail Society (SVTS) is a non-profit organization dedicated to developing, maintaining and promoting non-motorized trails and trail networks for the Salmo valley. We have received funding to operate a paid trail crew for the 2017 season. This crew will consist of a Trail Construction Manager and up to five trail builder positions of varying length and responsibility. The Trail Construction Manager will be an employee of the SVTS. They will lead the SVTS paid trail crew in new construction and reclamation of hiking and multi-use trails in and around the Salmo valley. The Trail Construction Manager will report to the SVTS board of directors.

Hours: This is a seasonal position consisting of primarily full time work (up to 40 hours a week) for approximately 26 weeks beginning no later than April 18th and ending late October.

Pay: Hourly wage of up to \$25/hour commensurate with experience. Mileage rate of \$0.52/km will be provided for personal vehicle use to access project sites.

How to apply: Submit your resume and cover letter via email to salmovalleytrails@gmail.com. Applications will be accepted until Friday March 31st at 4pm. Questions can be directed to the same email.

Key Duties and Responsibilities:

- Assist with interviewing and hiring the trail crew
- Supervise and direct all people on the trail crew. May sometimes assist with volunteer trail building days.
- To plan and coordinate all aspects of the day to day requirements of operating the trail crew including:
 - Have and maintain appropriate first aid, personal protective equipment, and safe working conditions
 - Set daily objectives for crew to efficiently and effectively complete projects assigned by the SVTS directors
 - Ensure crew has all necessary tools and materials to complete their daily objectives
 - Keep track of all SVTS tools and ensure they remain in good working order
 - Provide crew with trail building standards and ensure all work meets those standards
- Hand building multi-use and hiking trails using accepted current practices and standards including:
 - Chainsaw and brush saw clearing
 - Digging and picking trail bed surface
 - Building corners and retaining walls from natural materials
 - Building bridges
 - Trail surface finishing

- Keep records of hours worked, building milestones achieved, tool maintenance, and materials used
- Communicate with the SVTS board of directors on project progress
- Give the directors feedback on ways that can maximize a cost effective completion of project; ex. Use trail crew to prepare work that can more easily done with volunteers.
- Assist the SVTS board and volunteers with trail layout

Mandatory Qualifications:

- Must have own suitable and reliable 4-wheel drive vehicle
- Must have own computer and Internet access
- Previous relevant trail building experience
- Previous relevant experience working in wilderness locations
- Previous relevant project management experience
- OFA Level 1 First Aid
- Danger Tree Assessor certification, preference for Parks module, or willingness to complete with partial financial assistance
- Chainsaw limbing and bucking certification
- Competent using spreadsheet and word programs similar to Excel and Word
- Experience using GPS
- Experience using Google earth for GPS file management and mapping

Preferred Qualifications

- OFA Level 2 First Aid or higher
- Wilderness First Aid training
- Certified or past certification as a Faller
- Resident of Salmo valley or willing to relocate for the duration of the project

Skill Requirements:

- Enthusiasm for building (and using) high quality non-motorized trails
- Excellent verbal and written communication skills
- Knowledge of current accepted trail building practices and standards
- Knowledge of safe working practices for remote locations
- Knowledge of safe tool usage and maintenance
- Ability to work independently with efficient time management skills
- Ability to collaborate and work as part of a team
- Excellent planning and organizational skills
- Ability to lead a small group to complete an objective
- Capable of completing physically demanding work
- Capable of working in outside environments exposed to the elements