

## Seasonal Trails Technician Job Description



### **About the Sheridan Community Land Trust:**

Sheridan Community Land Trust works to preserve our heritage of open spaces, healthy rivers and creeks, working ranches, wildlife habitat, and vibrant history, while expanding non-motorized recreation opportunities to connect people with the places they love. Since our founding in 2006, the Sheridan Community Land Trust has partnered with local families to conserve nearly 3,000 acres and has helped create nearly 10 miles of trails in Sheridan County. We have approximately 300 members. For more information about SCLT and its programs, visit [www.sheridanclt.org](http://www.sheridanclt.org).

### **Essential Functions:**

Trails Technician will help coordinate and manage trail maintenance and volunteers. S/he maintains positive working relationships and provides community outreach to diverse stakeholders, partners and user groups. The Trails Technician works with the Trails Manager and reports to the Executive Director.

### **Specific Duties and Responsibilities:**

- Trail Maintenance: Conduct basic trail maintenance and improvements using hand and power tools, including trail drainage improvements, resurfacing projects, weed and refuse management, installation and upkeep of signage/accessories, and assist in clearing debris on the Tongue River Water Trail.
- Volunteers and Engaging the Community: Help oversee volunteer work projects and events, including technical and safety instruction. Help contact trail volunteers, respond to new inquiries, and engage and solicit new participants particularly youth, organizations and businesses.
- Act as an Ambassador: Actively patrol the trails to sharing information and spreading goodwill. Conduct outreach including staffing trailhead information stations, taking photos, posting on Facebook, SCLT's Website, and Instagram. Assist in trail based education hikes and events.
- Maintain Records: Conduct monitoring of trail conditions and inventory trail maintenance needs. Maintain a list of trail maintenance and infrastructure priorities under supervision of the Executive Director and Trails Manager.
- Care of Equipment: Clean and organize supplies, vehicles, and equipment following established procedures. Perform preventative maintenance on basic hand tools common to the trade, including shovels, pick mattocks, McLeods, Pulaskis, axes, saws, loppers, mowers, and brush cutters.
- Other:
  - Collect and compile usage and maintenance data for application in management decisions.
  - Assist staff with office duties when needed such as membership and event activities.
  - Participate in staff meeting, keeping colleagues up to date on trail program activities.
  - Perform other miscellaneous tasks as needed under the direction of the Executive Director, the Director of Marketing and Community Engagement, and the Trails Manager.

**Required Qualifications - Knowledge, Skills and Abilities:**

- Ability to work effectively for extended periods, often on uneven terrain and at times in inclement weather, performing work which involves heavy lifting, digging, carrying, brush cutting, and other tasks common in the construction and maintenance of trails.
- Comfortable operating power tools and equipment such as chain saws, brush hog mowers, metal bladed weed trimmers, and hand tools.
- Ability to lift, push, pull and/or carry loads of 40 pounds repeatedly on grades and sloped terrain.
- Ability to evaluate trail conditions and make judgments related to maintenance including performing risk and hazard analysis and implementing proper safety controls.
- Ability to perform work independently and unsupervised following written and oral direction involving multiple task assignments.
- Ability to work effectively with others to communicate effectively, both verbally and in writing with stakeholders, the public, media, professional colleagues and governmental entities.
- Outgoing and diplomatic personality with the ability to develop relationships with people of all ages and backgrounds, and the ability to provide leadership and skills training to others.
- Effective interpersonal skills, including communication and conflict resolution skills.
- Strong outdoor skills, including knowledge of outdoor safety.
- Comfortable with computer programs, including Word, Excel, and Outlook with the ability to keep accurate records, organize information, and follow established procedures.
- Ability and means to travel to work locations unassisted.

**Desired Qualifications:**

- Technical knowledge of trail building, maintenance, and repair techniques involving drainage (outslope, nicks, grade dips, etc.), tread surfaces (deberming, armoring, etc.), and corridors (vegetation, etc.).
- Previous leadership and/or teaching experience, skills, and training, preferably in an outdoor environment with youth.
- Trained in the operation and safe use of a chainsaw.
- Current Advanced First Aid/CPR training.

**Supplemental Information:**

- Department of Motor Vehicle- acceptable motor vehicle record; valid driver's license.
- Background (Criminal) Check
- General Reference

**Terms & Compensation:**

This is a temporary, seasonal 12-14 week position with flexible scheduling and a preferred start date of May 21st. The position is expected to work an average of 40 hours per week. The Trails Technician will be expected to work an occasional evening or weekend. Pay is \$12/hour.

**To Apply:**

Email a letter of interest, resume, and contact information for three references to [director@sheridanclt.org](mailto:director@sheridanclt.org). Please use subject line: "Trails Technician Application". Applications are only accepted electronically. No calls please. Screening of applications begins April 15th and the position is open until filled. SCLT is an equal opportunity employer.