



**JOB DESCRIPTION Trails and Restoration Staff - Part Time (less than 70 hours Month)**

**Salary Range \$14.50 hour to \$20.00 hour DOE**

**Summary:** Under the direction of the Maintenance Supervisor, this position is professional in nature and is responsible for performing a variety of tasks including trail construction and maintenance for trails of all types such as soft surface, multi-user, mountain bike, equestrian, etc. Employee in this position normally does not supervise any staff.

**Work Environment:** This position is based on the Key Pen Parks' premises in an outdoor environment.

**SUPERVISION RECEIVED:** Employee in this position is given discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Maintenance Supervisor and the Executive Director.

**Essential Duties & Responsibilities:** *(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

The Trails and Restoration Professional will work in parks, trails, and open spaces performing a variety of tasks including trail construction and maintenance, tree maintenance, and invasive plant control. All work must ensure safety, integrity, cleanliness, and aesthetic appeal, as well as meet customer needs and park standards. Some evening, holiday, and weekend work is required. This is a part-time position.

- Visually inspect trails and perform repairs and routine maintenance including brushing, laying gravel, creating and repairing drainage systems.
- Construct trails according to approved plans and specifications, and generally accepted practices.
- Support and work with a wide variety of volunteer groups on Parks' work projects.
- Proper use of hand tools and motorized equipment.
- Provide excellent customer service to Park users.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of:

- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Ability to drive a parks vehicle and operate equipment.
- Able to work well with others, stay on task, and take direction from Supervisors.
- Other duties as assigned.

### Ability to:

- Build quality relationships with co-workers
- Work as a member of a team while contributing to a harmonious work environment
- Work independently and make appropriate decisions regarding work methods and priorities
- Demonstrate working knowledge of proper and safe use of trail/field equipment (common hand tools, power tools, chainsaws, etc.) and teach proper and safe use of hand tools to volunteers
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion
- Communicate effectively, both orally and in writing; use tact and patience when communicating with the public
- Maintain records and prepare reports
- Work a varied and flexible schedule including early mornings, evenings and weekends

## **Qualifications**

- 1-year minimum experience as a natural resource professional. Must be able to reference prior employment.
- Must have comprehensive knowledge and understanding of trail construction, maintenance, and safety best practices for Mountain Bike, Multi-Use, and Equestrian trails.
- Experience in layout and construction of multi-use trails is preferred.
- Experience working with a wide variety of volunteers, agency personnel, contractors, recreational users, and other stakeholders to accomplish trail projects.
- Working familiarity with the tools and techniques associated with trail work and restoration.
- Regional native and invasive plant identification.
- High school education or equivalent.
- Must be self-motivated and have a positive attitude.

- Record of excellent work attendance.
- Good verbal communication skills (listening, giving feedback and speaking up), as well as effective interpersonal and customer relation skills are essential in a team environment.
- Ability to practice safety by wearing appropriate protective clothing, using safety equipment, and follow good housekeeping and safety procedures.
- Current and valid Washington State driver's license and insurable driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.
- Completion of a Nationwide and criminal history background check is required in order to determine any past conviction history of crimes against persons, sexual assault or exploitation, and sexual or physical abuse, and must be able to pass a thorough background check as required by the Child/Adult Abuse Information Act.
- This is a NON-SMOKING, and DRUG FREE POSITION.
- Must be punctual.
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance, and improvement.

### **Special Requirements:**

- Successful completion of pre-employment background check.
- Successful completion of pre-employment reference check.
- Valid WA State Driver's License with proof of insurable driving record.
- Have current CPR/First Aid or ability to obtain within 3 months of hire.

### **Working Condition and Physical Abilities:**

- Employees risk physical hazards from working in forests and other remote locations, around traffic, heavy machinery, and heights.
- Exposure to noise, vibration, hazardous, and various materials is routine.
- Work requires physical strength and agility necessary to perform heavy manual labor under all kinds of weather conditions.
- Work activities include combinations of sitting, standing, and walking and the ability to lift and carry 75 pounds as required.
- Employees must be able to see, hear, and smell to detect problems and be responsive to their own safety, as well as that of fellow employees.
- Employees must follow appropriate safety procedures and use of protective clothing and equipment including, steel-toed shoes and boots, hard hats, eye/ear protection, rain gear, gloves, and traffic control equipment.