



Tahoe Donner Association Job Description

Job Title: Trail Maintenance Worker I/II/III
Job Code: 245/246/247
Department: Trails
Reports To: Trails Manager
FLSA Status: Non-exempt
Class Code: 9066
Salary Level: Hourly 10/12/13
File Name: Trail Maintenance Worker I, II, III.doc
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SUMMARY

Under the supervision of the Trails Manager, the Trail Maintenance Worker is responsible for:

- 1) Clearing of logs, brush and rocks from trail corridors.
- 2) Building, improving and cleaning of trail drainage structures such as water bars, check dams, drain dips and French drains.
- 3) Assist in the construction of new trails and the realignment of existing trails.
- 4) Assist in the closing and rehabilitation/obliteration of unsustainable trails.
- 5) Assist in the construction and/or maintenance of structures including bridges, steps, culverts and turnpikes.
- 6) Assist in installation and removal of trail system signage.
- 7) Assist in volunteer work parties and other events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Trail Maintenance Worker I

Provide excellent customer service to customers, employees and property owners.

Maintain and improve trail system.

Be proficient with use and maintenance of hand tools such as Pulaski, shovel, rock bar, sledge hammer. Operate, or assist with operating, Toro Dingo machine, chainsaw, brush cutter, wood chipper and other related equipment and tools as directed.

Cut trees and brush in TDA trail system. Either pile or chip brush and slash. Burn piles in either spring or fall.

Trail Maintenance Worker II - Above duties plus:

Ability to lead and supervise crew.

Knowledge and ability to confidently design and construct sustainable trails.

Proficient with use of Garmin GPS device and a clinometer.

Trail Maintenance Worker III - Above duties plus:

Possession of a Class B driver license, preferred.

Ability to operate equipment, preferred. Equipment includes bob cat, dump truck, water truck, backhoe, front-end loader, and/or dozer.

QUALIFICATIONS

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Trail Maintenance Worker I: High school diploma or general education degree (GED); and three months related work experience.

Trail Maintenance Worker II: High school diploma or general education degree (GED); and 12 months related work experience and 6 months of leadership experience required. Knowledge and experience designing and constructing sustainable trails preferred.

Trail Maintenance Worker III: High school diploma or general education degree (GED); and 18 months related work experience and 12 month of leadership experience required. Knowledge and experience designing and constructing sustainable trails required. 12 months experience operating heavy equipment preferred. Wilderness First Aid Certification or more advanced.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License (Class B with or without tanker and airbrake options required for Trail Maintenance Worker III) with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

