



**Job Title:** Trail Field Crew Supervisor (seasonal)  
**Season Duration:** May 1 – Oct 31  
**Job Code:**  
**Department:** Trails  
**Reports To:** Trails Manager  
**FLSA Status:** Non-exempt  
**Prepared Date:** 03/2021

### **SUMMARY**

The Tahoe Donner Trail Field Crew Supervisor is responsible for the oversight of the summer season trail maintenance crew. Under the supervision of the Trails Manager, the Trail Field Crew Supervisor is responsible for assisting with project logistics, trail signing, trails facilities maintenance, and safety trainings. This position will lead volunteer workdays and develop relationships with trail stewards to ensure future collaborative partnerships.

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

- Assist Trail Manager with the recruitment, training, scheduling and oversight of seasonal trail crew.
- Enforce established policies and guidelines to ensure safe and responsible leadership, site management, transportation and environmentally sustainable practices.
- Maintain trail maintenance database and project prioritization.
- Monitor and manage trail crew reports of work hours, project spending, accomplishments and project updates.
- Assist Trail manager with project design and implementation, including trail layout, GIS data collection/presentation, budget preparation, and contractor or vendor communication.

### **OVERSIGHT OF CREW ACTIVITIES INCLUDE:**

- Knowledge and ability to confidently design and construct sustainable trails.
- Proficient with use of Garmin GPS device and a clinometer.
- Ability to construct and repair boardwalks, bridges, kiosks, wayfinding signs, and basic structure amenities.
- Clearing of logs, brush and rocks from trail corridors.
- Building, improving and cleaning of trail drainage structures such as water bars, check dams, drain dips and French drains.
- Assist in the construction of new trails and the realignment of existing trails.
- Assist in the closing and rehabilitation/obliteration of unsustainable trails.
- Assist in the construction and/or maintenance of structures including bridges, steps, culverts and turnpikes.
- Assist in installation and removal of trail system signage.
- Assist in volunteer work parties and other events.
- Provide excellent customer service to customers, employees and property owners.
- Maintain and improve trail system, as directed by Field Supervisor and Trail Manager.
- Be proficient with use and maintenance of hand tools such as Pulaski, shovel, rock bar, sledgehammer.
- Operate, or assist with operating, Toro Dingo machine, chainsaw, brush cutter, woodchipper 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.

### **ADDITIONALLY:**

- 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**

- Bachelor's degree with studies in Recreation, Forestry, Natural Resource Management or other relevant disciplines is desirable. Minimum of 2-4 years of trail maintenance and construction, natural resource management, and outdoor programming, with previous supervisory and leadership experience. Experience can be in any combination of staff or volunteer roles will be considered.
- Proven successful supervisory ability of seasonal employees.
- Extensive knowledge of natural surface trail maintenance and construction techniques.
- Strong communication, motivation, and organizational skills.
- Proficiency in the use of computers, database programs, and ArGIS experience.
- Commitment to creating equitable, inclusive, sustainable and culturally relevant outdoor experiences.
- Must work well with others from diverse backgrounds in a professional environment and can interact with the public and volunteers under sometimes challenging circumstances.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires possession of valid Class C Driver License (Class B with or without tanker and airbrake options preferred, but not required) 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.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is often loud