THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Assistant Superintendent of Trails  Full Time ☒ - Salary Grade: IBT - Level II

Division: Park Maintenance and Natural Resources Management  Effective Date: 12/20/2019

Prepared by: David Helmer  Approved by: R. Vitale

Position Charter:

Under the direction of the Director of Park Maintenance & Natural Resources Management or his/her designee, performs trail construction, maintenance, repair, and design; and directs and coordinates staff, volunteer and contractor efforts to maintain and improve recreational trails within the stewardship responsibility of the Morris County Park Commission. Subject to direction, provides for planning, implementation, and completion of special projects throughout the park system.

Essential Functions:

- Construction & Maintenance
  1. Implements technical knowledge of constructing and maintaining recreational trail features throughout the park system including grading, drainage, foot bridges, as well as other operations inherent in the successful public recreational use of trails.
  2. Conducts regular inspections of existing trails, identifying areas for both routine maintenance and trail improvements;
  3. Operates Park Commission equipment including motor vehicles and other construction equipment where appropriate and necessary for trail construction and maintenance.
  4. Assigns and supervises employees and contractors in the functional duties required to operate and maintain recreational trails in accordance with established standards.
  5. Prepares specifications and cost estimates for procuring services of trail construction and maintenance efforts.
  6. Coordinates trail construction and maintenance activities, and special projects in such a way to anticipate and minimize potential off-trail impacts;
  7. Applies herbicides and other pesticides, and directs others in these applications.
  8. Investigates encroachments and trail condition complaints in cooperation with Park Police.
  9. Ensures proper use and care of equipment, materials, and supplies.
  10. Supervises the planting of native plant material as part of recreational trail construction and improvement projects and maintains records of such plantings.
  11. Monitors trends, technological changes and new developments in trail construction and maintenance.
• Planning & Assessment
  1. Utilizes working knowledge of existing planning and assessment tools to evaluate existing network of trails within Morris County, integrating plans with adjoining jurisdictions where possible.
  2. Prioritizes improvements for implementation using metric based process;
  3. Conducts environmental assessments for trail projects.
  4. Utilizes Collector for ArcGIS and GNSS receivers to collect data and perform field analyses.
  5. Assists with GIS data entry and updates to trails-related layers within the Park Commission utilizing the ESRI Product Suite (desktop, field, and web-based technology) and Microsoft Excel.
  6. Develops maps, charts, diagrams, reports and other documents for presentations, tracking, documenting and effective communication with other divisions, Contractors, volunteers and park users.

• Design
  1. Applies in-depth knowledge of national trail design standards, such as United States Forest Service (USFS), American Association of State Highway and Transportation Officials (AASHTO), and International Mountain Bicycling Association (IMBA), for the development of new trails and realignment of existing trails for multiple and single user types.
  2. Establishes policies and procedures for implementation of standardized trail design features such as blazing, amenities, signs, wayfinding, etc.
  3. Consults with park supervisors and other staff providing expertise and recommendations for trail design, construction, maintenance, and repair strategies.

• Coordination/Collaboration
  1. Represents the Park Commission and acts as general liaison for trail related matters with property owners, civic groups, non-profits, private sector partners and governmental agencies; and maintains effective working relationships with such groups.
  2. Coordinates cooperative projects and programs with other Park Commission divisions as required for successful and efficient completion of trail management objectives.
  3. Conducts training sessions and informational presentations for park employees, volunteers, citizen/community groups and governmental agencies.
  4. Promotes cooperation and teamwork among staff and volunteers.

• Volunteers
  1. Trains and directs volunteers to complete trail management projects in a professional and efficient manner, where applicable and as required.
2. Supervises the organization, development and maintenance of a viable volunteer program to carry out trail management objectives. Acts as point of contact for volunteers and potential volunteers.

3. Participates as a Crew Leader in volunteer workdays, providing technical and managerial skills as needed to ensure success of projects to established standards.

- Reporting
  1. Provides managerial staff with status reports regarding trail maintenance, repair, construction, design/layout, and volunteer projects.
  2. Maintains proper records for trail inventories, volunteer time, equipment and tool inventories, and vehicle/equipment maintenance.
  3. Submits budgets to the Director of Park Maintenance & Natural Resources Management regarding needed trail equipment, personnel and supplies for each fiscal year.
  4. Coordinates and oversees purchasing requirements to complete primary tasks.
  5. Ensures compliance with established Park Commission, PEOSHA, and Right-to-Know requirements within the Recreational Trails Unit by reporting compliance issues to the Director of Park Maintenance and Natural Resources for communication with the Safety and Compliance Coordinator and the initiation of corrective measures where appropriate. Incumbent will cooperate in efforts to resolve issues.

Other Functions:
- Assists the Director of Park Maintenance and Natural Resources Management with grant applications, tracking and reporting.
- Assists in making minor repairs to trail facility amenities.
- Within the limits of instructions, Park Commission policies and approved programs and practices, incumbent has the authority to carry out assigned projects in all of the facilities of the Park Commission.
- May be called upon to assist with snow removal in Park Commission facilities.
- Completes other projects and tasks as assigned.

Qualifications:
- Education and Experience
  1. Associate or Bachelor’s Degree in Environmental Studies; Parks, Recreation and Facilities Management; Natural Resources Management; Landscape Architecture or similar field; or have graduated from high school or vocational school with 6 years direct experience in the field of Trail Construction/Maintenance or Natural Resources Management.
  2. A minimum of three years demonstrated supervisory experience in planning and executing trail management programs including directing staff and volunteers in trail construction and maintenance techniques, practices and standards including but not limited to the installation of new trails, water control methods, stone steps, stone crib walls, rip-rap, rock cairns, switchbacks, rolling grade dips, grade
reversals, bridges and puncheons, and the use of geotextiles.
3. Demonstrated knowledge of trail maintenance and construction techniques and standards such as IMBA, NY/NJ Trail Conference, and USFS.
4. Demonstrated experience with recreational trail design and layout.
5. Demonstrated experience estimating time, materials and costs for trail projects including successful on-time and on-budget completion of said projects.
6. Experience working with a wide variety of volunteer, field staff, agency personnel, contractors, recreational users and other stakeholders to accomplish trail projects.
7. Demonstrated knowledge of trail blazing techniques and standards.
8. Knowledge of permit requirements for trail improvements and construction.
10. Basic knowledge of soil types and characteristics, native and non-native vegetation and an understanding of the impact of trails and construction techniques on natural resources.

- **Licenses and Certifications**
  1. Applicant must possess First Aid, CPR and AED certification or have the ability to obtain such certification within the first 6 months of employment. Wilderness First Aid certification is preferred.
  2. Possession of a valid New Jersey driver’s license is required.
  3. Applicant must possess a NJ Pesticide Applicator license in the categories required for the execution of trail management programs or have the ability to obtain said license within the first 6 months of employment.

- **Skills & Abilities**
  1. Demonstrated skills in the safe use, operation, maintenance, and transportation of vehicles, hand tools, chainsaws, brush cutters and other mechanical equipment required to complete essential functions are required.
  2. Completion of chainsaw safety classes or specialized chainsaw training is preferred.
  3. Demonstrated knowledge of ESRI GIS software; principles, standards and terminology in GIS/GPS; and applications of GIS (e.g., ArcGIS for Desktop 10.5 or higher, ArcGIS Online, Collector for ArcGIS), and GPS (GNSS receiver or integrated unit technology).
  4. Thorough working knowledge of MS Office software programs including Word, Excel, Access and PowerPoint.
  5. Demonstrated knowledge to interpret and prepare plans, maps, and construction documents to communicate existing trail conditions and proposed improvements.
  6. Strong interpersonal skills and ability to communicate effectively with staff, the public, partners, consultants and contractors both verbally and in written form.
  7. Good organizational and time management skills. Ability to complete assignments and projects by established deadlines with minimal supervision; and to manage both field assignments and office/administrative duties.
8. Ability to respond to a natural disaster affecting park infrastructure or natural resources.
9. Ability to conduct physically demanding work including lifting and carrying supplies, equipment and material up to 60 lbs.
10. Ability to hike numerous miles continuously to accomplish the essential functions of the position with or without accommodation.
11. Ability to work in inclement weather conditions.
12. Ability to work a flexible 40 hour work week as required including weekends and evening meetings as per collective bargaining agreement.
13. Ability to adapt to changing circumstances and organizational priorities.
14. Ability to perform the essential functions of the position with or without reasonable accommodation.
15. Ability to understand, remember and carry out verbal and written direction; to give suitable assignments and instructions to individuals working in parks; to provide individuals with the necessary advice and assistance when difficult and unusual problems arise and check their work to see that proper procedures are followed, that reasonable standard of workmanship and output are maintained and that desired objectives are achieved.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.