

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Recreational Trail Foreman Full Time  - Salary Grade: Local 32 - Class IX

Division: Park Maintenance & Natural Resources Effective Date: 5/3/2022

Prepared by: K. Kovacevic Approved by: D. Helmer

**Position Charter:**

Under the direction of the Assistant Superintendent of Trails or designee, performs maintenance, construction and repairs to trails and associated infrastructure along the recreational trails throughout the park system and for directing others in these activities. Assists with and oversees others, including; staff, volunteers and vendors in the completion of trail related tasks including inspections to identify areas for routine maintenance and improvements, the design and layout of new trails and realignments, and project planning and oversight.

**Essential Functions:**

- Reports to the Assistant Superintendent of Trails for work duties and project assignments.
- Provides regular status reports of trail needs and work progress.
- Performs and leads others on basic trail maintenance using hand tools and power equipment including but not limited to tasks such as corridor clearing, brushing, raking, clearing of downed trees and limbs, blazing, and upkeep of signs and kiosks.
- Perform and lead others to perform trail maintenance, repair and construction work utilizing technical trail skills and practices including but not limited to installation of retaining walls, crib walls, turnpikes, drainage features, bridges and puncheons, bench cuts, rolling grade dips, grade reversals, and switchbacks.
- Operates, maintains and ensures proper care of motor vehicles, tools and equipment including hand tools, small power tools, chainsaws and power wheelbarrows.
- Trains, coordinates and directs staff, volunteers and work crews to complete trail work and assigned projects to established standards in a professional and efficient manner.
- Plans, prepares and leads regularly occurring volunteer work parties ranging in size from 5 to 20 volunteers.
- Helps coordinate and lead specialized volunteer programs including Adopt-A-Trail and Trail Fun Series.
- Inspects trails throughout the Park System for maintenance and repair needs, and maintains appropriate documentation.
- Helps develop trail maintenance schedules for staff and volunteers to meet system needs. Monitors and troubleshoots work efforts to reach desired outcomes.

- Assists with project planning and management including projections of staff, materials and equipment needs and associated cost estimates; as well as oversight of contractors, staff and volunteers to meet project objectives.
- Maintains accurate records and logs for trail inventories, volunteer time, equipment and tool inventory control, and vehicle and equipment maintenance.
- Maintains effective working relationships with staff, outside agencies, contractors, volunteers and members of the public.
- Represents the Park Commission for trail related matters with property owners, civic groups and governmental agencies.
- Documents and monitors encroachments onto park lands and trails.
- Communicates with staff, Commissioners, volunteers, contractors, outside agencies and the general public in written and verbal form.
- Ensures compliance with established Park Commission rules, regulations, and policies; P.E.O.S.H.A., and New Jersey Right-to-Know requirements and cooperates in efforts to resolve any issues that may arise.
- Maintains awareness of limitations and requirements as related to permitting, NJDEP and Soil Conservation District restrictions.
- Maintains an attendance record adequate to accomplish the essential functions of the position.

**Other Functions:**

- Utilizes GPS units and other mapping technologies to collect information about trail related issues.
- Assists with the development of trail policies, programs, practices and procedures.
- Provides advice and assistance regarding the use and facilities of the parks and trail system.
- Assists with the development and dissemination of messaging campaigns and promotional materials for trails.
- Assists with organization, oversight and staffing of large-scale Park Commission events.
- Assists with budget preparation regarding needed equipment, personnel and supplies for trail operations and projects for each fiscal year.
- Monitors trends, techniques, technologies and new developments in trail maintenance.
- Assists with trail census data gathering and preparation of reports.
- Assists with natural area restoration work as needed including invasive species removal and native plantings.
- May apply herbicides and pesticides in the completion of job duties.
- Assists with environmental assessments for trail projects.
- Completes other projects and tasks as assigned.

**Qualifications:**

- Formal and other education and training showing attainment of the level represented by graduation from high school in order to perform the duties of this position.
- Five (5) years of experience in the field of trail construction and maintenance; 3 years' experience leading work groups to complete trail work and maintenance.

- Knowledge of trail maintenance and construction standards including those of the US Forest Service and International Mountain Biking Association.
- Demonstrated knowledge and experience supervising others on technical trail construction and maintenance practices such as installation of retaining walls, crib walls, turnpikes, drainage features, bridges and puncheons, bench cuts, rolling grade dips, grade reversals, and switchbacks.
- Ability to work independently and collaboratively with staff and volunteers of all backgrounds and skill levels to perform year-round trail maintenance and repair.
- Knowledge of trail blazing techniques and experience blazing trails.
- Proficiency in operation of chainsaws, brush cutters, small engine machines and hand-tools.
- Proficient with smartphones, GPS devices and cameras.
- Proficiency in off-trail navigation including use of GPS, map/compass and aerial photography.
- Proficiency with Microsoft Office Software suite.
- Willingness to work outside year-round, in all weather conditions
- Possession of a driver's license valid in the State of New Jersey to travel to various Park Commission facilities and operate Park Commission vehicles and equipment.
- Demonstrated ability to plan and carry out complex projects, including delegating, prioritizing and problem-solving
- Strong interpersonal skills and ability to communicate effectively with staff, the public, partners, consultants and contractors both verbally and in written form.
- 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.
- Self-motivated with a desire to take initiative, be a leader, work efficiently and communicate well with diverse community groups
- Basic knowledge of native and non-native vegetation and understanding of the impacts of trails and construction techniques on natural resources.
- Capable of identifying sensitive wetland areas, year-round through vegetation patterns and other landscape signs.
- Ability to adapt to changing circumstances and organizational priorities.
- Ability to obtain a New Jersey Pesticide License.
- Ability to work hard at a physically demanding job including lifting and carrying supplies, equipment and material up to 60 pounds and the ability to hike long distances each day in all types of weather.
- Have chainsaw certification or ability to obtain.
- Experience utilizing Geographic Information Systems and GPS technologies for trail management and inventories. Ability to operate light trail construction/maintenance equipment.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

### **Preferred Qualifications**

- Completion of a four-year B.S. or B.A. degree in outdoor recreation planning, natural resources, forestry, or other similar field.

- First aid/CPR/AED or Wilderness First Aid.
- Experience with public speaking.
- Ability to operate large equipment such as backhoes, tractors and other construction equipment.

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