

Richland County Park District

B&O Trail Manager

\$40,665 - \$65,194 / year

Full-Time

PURPOSE:

The Richland County Park District (RCPD) B&O Trail Manager coordinates the volunteer program, maintenance, publicity, and programming for one of RCPD's flagship resources – the Richland B&O Trail and its adjacent park properties. This is an 18.4 mile "Rails-to-Trails" paved, multi-use trail connecting the villages of Butler, Bellville, and Lexington with North Lake Park in downtown Mansfield.

DUTIES AND RESPONSIBILITIES:

- Recruit and train volunteers; coordinate all trail maintenance activities.
- Create and maintain a culture in which trail volunteering is meaningful and fun.
- Operate and train qualified volunteers in the operation of chainsaws, string trimmers, leaf-blowers, zero-turn mowers, Gators, brush-hogs/loaders, and similar equipment.
- Inspect entire trail length biweekly to assure continual maintenance of trail, headquarters building, picnic pavilion, and trail parking areas; lead regularly scheduled volunteer workdays.
- Maintain updated equipment inventory and log of trail work/equipment maintenance needed and completed; assure all necessary supplies and tools are on hand and in working condition.
- Develop relationships with community officials, nearby businesses, and trail user groups to discuss mutual concerns and position the trail as a vibrant part of their communities.
- Maintain a regular social media presence spotlighting trail events, volunteer contributions, trailside natural features, and the joy that trail users experience.
- Develop interpretive programming/signage highlighting trail cultural and natural history; incorporate QR code signage along the trail to deliver information helpful to trail users.
- Assist with planning the annual B&O Trail budget; assist with locating and coordinating trail-related contractors, service providers and design professionals.
- Assist with education and land management initiatives throughout the park district as needed and assigned.

QUALIFICATIONS:

Education/Experience: Completion of secondary education (high school or GED) plus at least 4 years of training and/or experience in trail maintenance and power equipment operation/repair, with at least 2 years of experience in a supervisory or management position. Personal experience with/an affinity for multi-use trails strongly preferred. Bachelor's degree in parks and recreation, public relations, environmental interpretation, natural resources management, or related field strongly preferred.

Technical Skills: Basic knowledge and skills in grounds maintenance and building maintenance. An understanding of proper use and maintenance of vehicles, common tools, and common power equipment. Basic carpentry, lawncare and landscaping skills are preferable.

Physical Demands: Physically fit enough to perform light manual labor for an entire workday, lift 50 lbs. independently, and lift 100 lbs. with assistance. Regularly required to stand, sit, crouch, kneel, crawl, balance, walk, work with hands and fingers, manipulate fine tools and controls, reach with hands and arms, lift heavy loads, use power and hand tools, drive park vehicles (including off-road vehicles), operate heavy equipment, talk, see and hear clearly.

Safety: Understanding of power equipment safety principles and procedures, understanding of appropriate personal protective equipment (PPE), ability to operate equipment and vehicles in accordance with official guidelines and rules, ability to administer first aid when necessary.

Computer Skills: Basic familiarity with Google and Microsoft Office software; adept at printing, scanning and general email use.

Attendance: Punctual. Able to be at work on time and work for the entire work day/week.

Team-Oriented: Strong leadership abilities. Ability to lead or direct the work activities of subordinates and team members. Works with other individuals including RCPD employees, volunteers, contractors, and others. Ability to carry out instructions and provide feedback to superiors.

Organizational Skills: Ability to prioritize work, organize schedules, analyze, and improve processes and procedures, manage a budget, and account for expendable materials.

Professionalism: Is frequently visible to the public, RCPD associates, and government officials. Accordingly, maintaining a professional appearance and demeanor is necessary.

Language Skills: Ability to communicate professionally and courteously with others daily; ability to communicate in writing, complete forms, reports, etc.

Mathematical Skills: Basic mathematical skills; add, subtract, multiply and divide whole numbers, fractions, and decimals.

Reasoning Ability: Strong problem-solving and decision-making skills. Ability to carry out instructions and deal with problems involving several variables. Ability to work with minimal supervision. Ability to read and understand manuals and diagrams. Ability to define problems, collect data, establish facts and draw valid conclusions.

Licenses, Registrations, and Certifications: Possession of a valid Ohio driver's license; insurable by Richland County Park District's insurance carrier, and ability to conform to the driving standards policy as approved by the Board of Park Commissioners. CPR/First Aid certification is desirable, but can be provided by RCPD. Employee may be required to earn additional certifications at RCPD's expense.

Work Environment: The employee regularly works in outside weather conditions, sometimes in hot, cold, or inclement weather. The employee spends a portion of the time working in the shop or office. The employee regularly encounters hazards such as fallen/snagged trees, moving mechanical parts, moving vehicles, ice, hazardous chemicals, poison ivy, stinging insects and other hazards. The noise level in the work environment is usually moderate, but sometimes loud when operating equipment.

SUPERVISION:

Received: Executive Director

Given: Volunteers, Maintenance Technicians, Maintenance Interns and contractors

WORK HOURS:

- **Full Time**
- **Typical Work Schedule:** Monday through Friday, 8:00 a.m. – 4:00 p.m. (flexible)
- Occasional irregular hours as needed to complete projects or for special events; comp time accrued for hours worked above 80 per pay period

SALARY:

- **Pay Range:** \$19.55 - \$31.34/hour (\$40,665 - \$65,194 annually)
- Consideration given for prior years of experience, education, and training
- Consideration given for relevant certifications
- Longevity pay increases and annual cost of living pay increases

BENEFITS:**An excellent benefits package including:**

- 12 paid holidays
- 24 hours annual paid personal time
- 2 weeks paid vacation (increasing with longevity)
- 120 hours paid sick leave
- Health, dental, vision and life insurance (additional coverage options available)
- Ohio Public Employees Retirement System pension
- Access to 457(b) supplemental retirement savings plans
- Annual uniform allowance

OTHER INFORMATION:

The above description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.

RCPD is committed to providing a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Richland County Park District employees and to the security of the organization's equipment and facilities. For these reasons, Richland County Park District is committed to maintaining a drug- and alcohol-free work environment.

RCPD is an equal opportunity employer.

If interested, please send your resume with cover letter and list of 3 references to:

Jason Larson, Executive Director
jl Larson@richlandcountyoh.gov

Gorman Nature Center
2295 Lexington Avenue
Mansfield, OH 44907

More information can be obtained by calling the Gorman Nature Center at (419) 884-3764.

Applications will be accepted through April 21, 2024.