

PERSONNEL COMMITTEE

11-0101R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF TRAILS COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of trails coordinator, which were approved by the civil service board on January 11, 2011, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 28. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:



Chief Administrative Officer/
Department Director

Approved as to form:



Attorney

Approved:



Auditor

HR JA:ao 2/17/2011

STATEMENT OF PURPOSE: The creation of this classification was a recommendation in the 2011 parks master plan. The classification will be responsible for coordinating the planning, acquisition, development and maintenance of city trails, including planning assigned aspects of trail construction projects. The pay range negotiated for the classification is Range 28, \$3,438 to \$4,044 per month.

TRAILS COORDINATOR

PURPOSE: Under general supervision, coordinate year-round efforts in the planning, acquisition, development and maintenance of City trails as defined in the Parks and Trails master plans.

This position is responsible for both preliminary trail development planning and ongoing use planning, recruiting and training trail/park volunteers to carry out trail construction and maintenance, and coordinating the urban forestry program.

FUNCTIONAL AREAS: Under the direction of the Maintenance Operations Manager:

1. Develop and coordinate trail construction and maintenance projects.
 - * A. Assist with coordination of annual maintenance of 100+ miles of wildland trails, including trailhead and signage maintenance.
 - * B. Plan assigned aspects of trail construction projects, including assessment and evaluation of costs, materials, time, etc.
 - * C. Develop and implement trail maintenance standards.
 - * D. Serve as consultant regarding trail routing, construction and maintenance.
2. Act as liaison with trail/park user and citizen advisory groups.
 - * A. Recruit trail/park volunteers and develop appropriate projects.
 - * B. Train and instruct volunteers in duties and safe work practices.
 - * C. Plan and implement volunteer recognition events.
 - * D. Ensure that trail/park user and citizen advisory groups participate in route planning, design and trail usage.
3. Coordinate the urban forestry program volunteer activities.
 - * A. Conduct public and volunteer training and education relating to tree inventory, tree planting and invasive species.
 - * B. Maintain tree inventory condition rating.
 - * C. Coordinate volunteer planting, brushing and pruning programs.
4. Perform related duties.
 - * A. Research, develop and make presentations to local groups regarding trail/park issues.
 - * B. Research grant opportunities and write and submit grant applications.
 - * C. Manage grants to ensure compliance; complete and submit all required reports.
 - * D. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ❖ A. Bachelor's degree from an accredited college or university with major work in environmental science, forestry, ecology, landscape architecture, recreation, biological sciences, transportation planning or similar field.
- ❖ B. Three (3) years experience in a related field, such as planning, landscape architecture/construction, recreation, forestry, park/trails operations. Additional experience may be substituted for a maximum of two years of education on a one year for one year basis.

License Requirements

- ❖ A. Possession of a valid Minnesota driver's license or equivalent.

Knowledge Requirements

- ❖ A. Knowledge of the methods, tools, equipment and materials used in trail construction and maintenance.
- ❖ B. Knowledge of the principles and practices of landscape architecture and design as applied to trails.
- ❖ C. Knowledge of current environmental and biological issues and trends related to trail construction, maintenance and sustainability.
- ❖ D. Knowledge of applicable safety practices and procedures.
- ❖ E. Knowledge of grant application process and grant writing techniques.
- ❖ F. Knowledge of native plants and trees, their care and maintenance requirements, and invasive species and the methods of removal.

Skill Requirements

- ❖ A. Strong organizational, research and writing skills.
- ❖ B. Skill in operating a personal computer and software applications including word processing, spreadsheet and graphic design.
- ❖ C. Skill in preparing grant applications.
- ❖ D. Skill in reading maps and plans.

Ability Requirements

- ❖ A. Ability to plan and design trail and forestry projects.
- ❖ B. Ability to supervise the work of construction crews, maintenance crews and volunteers.
- ❖ C. Ability to make oral presentations to citizen/community groups and governmental agencies.
- ❖ D. Ability to develop and maintain effective working relationships with other staff, outside agencies and the public.
- ❖ E. Demonstrated ability to work successfully in independent settings with minimal supervision and to work positively and productively in a team setting.
- ❖ F. Ability to maintain a positive and flexible approach to changing needs.

Physical Requirements

- ❖ A. Ability to work outdoors in a variety of weather conditions.
- ❖ B. Ability to frequently hike in hilly terrain.
- ❖ C. Ability to occasionally lift and carry objects weighing up to 50 pounds while performing trail work and tree planting.
- ❖ D. Ability to occasionally stoop, kneel or squat and reach while performing inspections and planting trees.
- ❖ E. Manual dexterity to occasionally examine vegetation and operate computer.
- ❖ D. Ability to attend work on a regular basis.

* Essential functions of the position

- ❖ Job requirements necessary the first day of employment

Anlst:	Class:	Union:	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: