



POSITION DESCRIPTION

Title:	Trails Manager	Department:	Public Works
Type:	Regular	FLSA Status:	Exempt
Pay Range:	M/106	Revised:	07/2019

DEFINITION

The Trails Manager is a programmatic/department management-level classification responsible to plan, direct, manage, and oversee assigned activities and operations relating to the Town trail system and related work with federal agencies and non-profits. The position provides staff support for the Mammoth Trails Committee, Mammoth Lakes Recreation, Recreation Commission, and Town Council. Responsibilities include the successful planning, implementation, and management of Mammoth Lakes Trail System projects and programs serving both non-motorized and motorized transportation and a mix of recreational needs through the implementation of the Town of Mammoth Lakes' "Trail System Master Plan". Job responsibilities include strategic and tactical planning, budgeting and financial management, capital construction project consultation, trail construction and maintenance, and promotion of the Mammoth Lakes Trail System through various mediums.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Town Manager. Exercises direct supervision over temporary skilled and semi-skilled staff, contractors, and other agency work crews in the implementation of defined projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Provide management responsibility for operational services and activities pertaining to planning, implementation, and management of Mammoth Lakes Trail System projects, programs and related services.
- Work with other Town staff, elected officials, and outside agencies to explain and interpret Town trail and recreational related programs, policies, procedures, and activities; negotiate and resolve sensitive, significant, and controversial issues; respond to and resolve inquiries and complaints.
- Work effectively with government agencies such as the USFS, Mono County, BLM and stakeholders, user groups, businesses, and nonprofit partners to advance the infrastructure, programs, and promotion of the Mammoth Lakes Trail System through the development and execution of annual programs of work informed by strategic long term action plans.
- Represent the Town and trail-related programs and projects within the Eastern Sierra Region and provide input, updates, and define opportunities for joint efforts with regional, state, and federal stakeholders.
- Review and develop public policies that promote further development of the Mammoth Lakes Trail System.



- Serve as a Town resource through the interpretation of related codes, regulations, plans, policies, programs, and functions for elected and appointed boards, non-profits, the business community, and the public.
- Provide staff support to the Mammoth Trails Committee and implement assigned tasks as approved and funded through the Mammoth Trails Committee.
- Work closely with non-profit partners such as MLR, USFS, BLM, MLTPA, Mono County, FOI, Civic Organizations, and trails groups on trail program implementation.
- Plan, develop, construct, and maintain multi-use trail segments.
- Inform and advise the Town Council, community groups, and the Town Manager on local and regional recreational development, environmental, economic, and infrastructure planning related issues.
- Ensure the timely preparation of complete and accurate staff work for presentation to citizen committees, appointed bodies, and the Town Council.
- Participate in the preparation of the department budget.
- Coordinate related trails activities with other Town departments and outside agencies.
- Apply for and manage grant funds.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Considerable working knowledge of bicycle, pedestrian, and recreational trail system planning, design, and construction, and multi-modal transportation system infrastructure principals and methods.
- Working knowledge of contemporary technology, including GIS, graphic design applications, Digital Asset Management, website development and CMS management, digital photography, file sharing server set up and administration, and the full variety of social media tools including Facebook, Twitter, Instagram and other emerging technologies.
- Working knowledge of contemporary office technology including word processing, spreadsheet, and business software, including MS Word, Excel, PowerPoint, and web-based time tracking applications.
- Knowledge of applicable private land development regulations, transportation, recreation, traffic, and other applicable regulations governing pathways and trails.
- Knowledge of land conservation practices, and familiarity with federal, state, and local agencies and governmental processes including NEPA and CEQA.

Ability to:

- Work effectively and tactfully with a wide range of individuals, personalities, and public agencies, establishing collaborative partnerships, building coalitions, and developing teams.
- Lead and manage successful team efforts.
- Communicate effectively, both orally and in writing through the use of various public presentation tools. Interpret complex written reports, records, plans, specifications, and technical drawings and communicate findings and analysis including skills in evaluating costs and scheduling, and formulating recommendations for project implementation.



- Travel and to work out of doors in all seasons in a variety of terrain.
- Manage complex environmental review processes, public review processes and Commission processes.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

Experience and Training:

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of five years of increasingly responsible professional experience in trail system development, management, and programming is required. Some direct operational experience with federal land management agencies is required. Experience in land use planning, community development, project management, or related experience, in a nonprofit organization or a public agency that includes responsibilities for strategic planning, program planning, budgeting, implementation, and evaluation.

Education

A bachelor's degree in urban/regional planning, natural resource or recreation management, public administration, landscape architecture, or a related field is required.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record is required. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, motor vehicle, phone, copy and fax machine, various graphic design tools. Use of a variety of hand tools used in trail construction and maintenance. Occasional use of power equipment and small pieces of motorized equipment may be used for related trail work.

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.

Work is performed both within in an office setting and outside. Significant outdoor work is required in the inspection of various trails, the alignment, planning, construction, and maintenance of multi-use



trails. Work is in a variety of terrain and weather conditions. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and trail maintenance and construction tools.

While performing the duties of this job, the employee is frequently required to talk or hear, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Ability to work at altitude in an outdoor setting is required.

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 will work in outside weather conditions, which may include extreme cold, windy wet and wintery conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles including dust and pollen and similar particulates. The noise level in the work environment is usually quiet in the office to loud in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by: _____
Employee Signature Date