



Grand County

Job Description

Title:	Operations Coordinator	Job Code:	1630
Division:	Active Transportation and Trails	Effective Date:	1/1/2020
Department:	Community and Economic Development	Last Revised:	2/2020

GENERAL PURPOSE

Performs a variety of tasks related to the oversight of daily active transportation and non-motorized trail operations; serves as the primary trail designer and assists the Active Transportation and Trails Director in a variety of project related tasks.

SUPERVISION RECEIVED

Works under the immediate to general supervision of the Active Transportation and Trails Director.

SUPERVISION EXERCISED

May provide immediate supervision to Active Transportation and Trail Techs and adult and/or youth volunteers.

ESSENTIAL FUNCTIONS

Operations and Logistics:

Creates daily operations plans for active transportation and trail work to be performed; conducts site visits as needed to plan for upcoming work; researches and recommends tool purchases and other materials needed to perform daily operations; assists the Active Transportation and Trails Director to ensure adequate staff and/or volunteers are scheduled for upcoming projects.

Prepares vehicles, tools, and materials as needed to complete field work.

Maintains active transportation and trail-related County property in safe and good working condition.

Prepares daily reports of operations, including before and after pictures of work, staff and hours worked as well as any injuries or problems with personal or tools and equipment.

Safety:

Supports the Active Transportation and Trails Director to ensure daily operations are performed safely and that all staff and volunteers correctly wear appropriate protective equipment; ensures all staff and volunteers are trained and aware of how to properly use tools and machinery assigned to them; ensures tools and machinery are properly maintained, including sharpening tools, checking fluid levels on machines and vehicles and inspecting for damage; reports damage or possible failure and schedules proper maintenance.

Active Transportation and Trail Planning and Design:

Recommends new active transportation and trail infrastructure, including need, justification, design, and accurate GPS data needed to draft, submit, and coordinate a proposal to a federal, state, or local land management or government agency;

Assists land managers and government agencies as needed with NEPA (National Environmental Protection Act) surveys; Ensures and confirms projects are built and maintained within parameters defined by the land manager or government agency; ensures active transportation and trails are built according to the underlying needs and justifications, and that trail difficulties are built to the designated ability levels.

Outreach and media:

Supports the Active Transportation and Trails Director in performing public outreach and engagement; performs other tasks as needed.

Assists with implementation of educational programs.

Other: Assists Active Transportation and Trails Director with other tasks as needed to fulfill the Division's operations.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in recreation management, natural resource management, planning, transportation engineering or related field;
AND
- B. Two (2) years of experience performing above or related duties;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of working in a Recreation Area setting, especially involving public lands and trails; construction and building trades; basic workplace safety practices and the safe use of basic tools and protective equipment; safe driving practices; and basic interpersonal communication practices.

Skill in working as part of a team; leadership; personnel management and program administration; trail design, construction, and maintenance; outdoor safety; basic mechanical knowledge of vehicles; and multi-tasking.

Ability to accurately communicate to the public and co-workers regarding trail-related plans, projects, and policies, both verbally and in writing; work effectively with County employees, volunteers, businesses and special event organizers; interface and coordinate with other government agencies; supervise daily work programs; supervise the compilation, analysis and preparation of trail-related reports; coordinate a variety of trail-related projects and programs; perform and occasionally direct general maintenance helping to keep the area clean and safe; properly use and maintain basic tools and equipment; use power tools, chainsaws, rock hammer/ drill; grip hoist and/or other technical trail building equipment; plan and carry out construction projects; lead volunteer work crews; direct adult and youth volunteers; hike and/or mountain bike long distances in challenging terrain and perform difficult physical labor in outdoor setting during all weather conditions; drive on 4x4 roads; camp near remote work sites.
Adobe programs, engineering schematics

3. Special Qualifications:

- Must be at least 21 years of age.
- Must have Basic First Aid and CPR certification or ability to obtain within one month of hire.
- Must possess a valid Utah Driver's license.
- Must complete a twelve (12) month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.

4. Work Environment:

Performs manual work. Work with medium to heavy weights with frequent pushing, pulling, lifting and/ or carrying that may be in difficult positions. Must be able to bend, reach, push, pull, squat climb grasp and lift 50 pounds to waist level. Work is performed outside primarily and conditions may include continuous exposure to dust, fumes, dampness, cold, heat, pollens and organic materials, insects, vibration shaking, bouncing and all types of weather conditions; works a varied work schedule including holidays, weekends, split shifts and evenings. May be stressful, busy and fast paced, with extensive public contact.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)