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## **Field Manager**

The New York-New Jersey Trail Conference is seeking a Field Manager to expand our trail expertise capacity. This position will provide layout and design, trail solutions, technical trail-building expertise and support, construction management, and training to volunteers and Conservation Corps trail crews. The position will report to the Senior Field Manager and work closely with Trail Conference staff, volunteers, and numerous partner agencies and contracted clients.

The Trail Conference specializes in trail construction workshops that combine professionals and volunteers to produce award-winning trails and experienced volunteer trail builders. The right candidate is an expert trail designer and builder who can function as both a trainer and crew manager. The candidate must be committed to building crews through training, mentoring, and ongoing support.

## **Responsibilities:**

### Trail Design and Layout, Trail Solutions and Consultations

Design sustainable trail systems and segments and propose sustainable trail solutions (foot traffic and multi-use) based on stakeholder input. Create professional-level trail plans, feasibility studies, and estimates. Develop scopes of work, detailed work logs, schedules, and terms for contracts. Candidates should be comfortable fully explaining and defending their proposals to all stakeholders.

### Education

Work closely with staff and partners to coordinate a comprehensive training program. Candidates should be knowledgeable and comfortable organizing and teaching basic and advanced trail design and construction, stone work, rigging, tool and equipment use and safety, wetland construction, and other necessary courses.

### Crew Management

Manage trail projects and contracts involving seasonal Conservation Corps trail crews and volunteers to the greatest extent possible in order to provide productive, educational, and rewarding experiences for volunteers and Corps members. Instruct and line out Corps members in daily construction tasks including tool and equipment maintenance and repair.

### Project Management

Oversee the planning and implementation of trail projects with agency partners, lead volunteers, and staff. Develop scopes of work and schedules. Manage projects within planned budgets and present progress reports for stakeholders. Track projects through regular budget/progress updates, photo documentation, and reports. Develop and implement risk management plans for all projects and be on call during the trail construction seasons for technical and urgent situations. Procurement of materials and supplies needed.

### Other Tasks

Closely monitor administrative tasks to insure invoicing and payroll is completed promptly and accurately. Maintain a collaborative relationship with staff, agency partners, lead volunteers, and subcontractors to ensure the smooth operation of trail projects.

## Qualifications

- Four field seasons of trail experience with a comprehensive knowledge and understanding of trail design, layout, construction, and safety techniques.
- Two seasons of experience leading trail crews.
- Proven experience with trail design and layout, estimating time, materials and costs, including the successful on time and on budget completion of trail projects.
- Demonstrated ability to educate trail crews and volunteers and effectively instruct others in trail work techniques, practices and standards, tool use, safety, and teamwork.
- Experience working with a wide variety of volunteer, field staff, agency personnel, contractors, recreational users, and other stakeholders to accomplish trail projects.
- Skills in safe use, operation, and maintenance of vehicles, hand tools, chainsaws, brush cutters, helical pier drivers, power carriers, and other mechanical equipment. Must have expertise with rigging equipment, setting up and supervising highline operations, using mechanized as well as hand winches, carpentry, and technical rockwork including stone stairs, crib wall, and stone splitting and shaping.
- Demonstrated ability to work independently with minimal supervision while maintaining effective communications with the rest of the team.
- Ability to regularly carry 50 pounds in mountain terrain, and work under physically demanding conditions, including cold and wet weather.
- Experience using Windows, Word, PowerPoint, and Excel or equivalents.
- Must have valid drivers license with insurable driving record.
- Wilderness First Aid (or higher) and CPR training (training can be provided for the right candidate).

Based in Mahwah, New Jersey, this is a full-time position beginning immediately. It offers a stable, full-time, competitive salary (DOE) with health/retirement benefits and substantial potential for professional growth.

## Application

To apply, please submit the following items via email attachments (start all attachment file names with your last name) to [jobs@nynjtc.org](mailto:jobs@nynjtc.org), subject line: Field Manager: "Your Last Name"

All application materials will be kept confidential.

1. A professional resume
2. A cover letter addressing why you are interested in this position and why we should be interested in you
3. Contact information for three references
4. Your salary requirements or history
5. Be able/willing to participate in a local field test.

This position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. **No calls please.** Check [www.nynjtc.org/job-openings](http://www.nynjtc.org/job-openings) to determine if the position is filled.