

## EAST BAY REGIONAL PARK DISTRICT

### TRAILS COORDINATOR

REPORTS TO: Trails Specialist

SUPERVISES: No permanent supervisory responsibility for permanent employees.

#### GENERAL FUNCTION

Under general supervision, assist the Trails Specialist with the coordination of efforts needed in the planning, acquisition, development and maintenance of the Regional Trails as defined in the Master Plan. Performs on-going, on-site preliminary and use development planning and preliminary as a function of trail land acquisition.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

This position serves to assist the Trails Specialist; primary responsibilities are in the following major areas:

1) Development and coordination of trail construction projects:

Plans assigned aspects of trail construction projects including assessing alignment, evaluating costs, materials, time, etc; interfaces with District departments, including overseeing District construction crews, as well as EBCC, CCC and volunteer groups to build new regional trails; advises Operations of maintenance standards for trails; serves as consultant regarding trail routing, construction and maintenance; coordinates regional trails with other trails within the park and trail access into parks as requested.

2) Research and preparation for presentations:

Assists with review of trail development plans from various planning agencies; makes preliminary recommendations; researches and review title issues related to trail plans; prepares maps and graphic materials to be used for presentations and submission for planing review. As necessary, makes presentations to local planning commissions regarding trail issues

3) Liaison with trail user and citizen advisory groups:

Ensures that trail user and citizen advisory groups participate in route planning and design of trails; works with volunteer groups to plan and implement a multitude of trail construction projects, e.g., California State Trail Days, etc.; provides information regarding the EBRPD Trail Program to trail user organizations, and receives input regarding various trail issues.

Related tasks as assigned.

#### MINIMUM QUALIFICATIONS

- Education: Bachelor's Degree from an accredited college or university with major work in environmental science, ecology, landscape architecture, recreation, biological sciences, transportation planning, or similar field; and
- Experience: Three years experience in a related field, such as planning, landscape architecture, recreation, park operations, landscape construction, etc. Additional experience may be substituted for a maximum of two years education on a one year for one year basis.
- License: A current and valid California driver's license is a condition of initial and continued employment in this classification.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of trail maintenance and construction standards and equipment; ability to plan and design trail projects; ability to supervise construction crews and volunteers; ability to read maps; possess good organizational, research and writing skills; ability to make oral presentations to citizen/community groups and

governmental agencies; ability to maintain effective working relationships with park staff, other agencies and the public; PC computer skills are preferred. Willingness to work weekends and attend evening meetings.

Employment Category: AFSCME, Range 16  
Revised: "Adopted by Board 1-7-92"