

## **LEELANAU CONSERVANCY POSITION DESCRIPTION PROPERTY AND TRAIL MAINTENANCE SPECIALIST**

The Property and Trail Maintenance Specialist (PTMS) works with the Natural Areas and Preserves Director (NAPD) to manage Conservancy owned properties and projects. This position requires considerable experience and knowledge, and will include decision making for assigned properties.

### **RELATIONSHIPS AND AUTHORITY**

- Reports to the NAPD
- Closely coordinates with the NAPD and the Land Steward, especially in the areas of special construction projects, and invasive species or restoration work.

### **DUTIES AND RESPONSIBILITIES**

- Independently stewards several specific Natural Areas and Preserves, as determined annually by the NAPD
- Performs routine recreational maintenance of trails, signage, infrastructure, and parking areas at other Natural Areas and Preserves, as assigned
- Performs routine ecological maintenance at other Natural Areas and Preserves, as assigned
- Organizes, plans and executes the plan for assigned projects including: ordering materials within established budgets, creating timelines, and coordinating volunteers for maintenance work
- Annually monitors several of the Natural Areas and Preserves and Conservancy managed lands, including electronic report filing and other record keeping
- Participates in annual planning, budgeting, and work plan development
- Reports progress on annual work plans quarterly
- Conducts agreed upon activities independently
- Other tasks as assigned by the NAPD

### **MINIMUM REQUIREMENTS:**

- BA plus 2 years of experience
- Knowledge of ecological management
- Expertise with equipment including: machinery, chainsaws, lawn mowers, and motored boats
- Diverse construction experience
- Experience in working from detailed construction plans and familiarity with permit compliance requirements