



TOWN OF BRECKENRIDGE POSITION DESCRIPTION

Position Title: Open Space & Trails Coordinator
Department: Recreation
Division: Open Space & Trails
Position Classification(s): Regular/Full Time
Pay Plan Level(s): 65-E
Work Status/Schedule(s): Full Time
FLSA Status: Exempt

*[Classification, Pay Plan Level and Work Status subject to change, based on management needs]

NATURE OF WORK

The Open Space & Trails Coordinator is responsible for performing complex professional and administrative level duties, including designing and implementing natural resource preservation and protection projects, coordinating management plans, site planning, and natural resource efforts with staff, contractors, partners, and regulatory agencies, providing professional information and assistance to other Open Space & Trails and Town staff, writing and managing grants, studying and preparing reports, assisting in land acquisitions, and performing related work as required under the direction of the Open Space & Trails Manager.

The individual in this position is responsible for the full range of professional and technical natural resources management work in open space and trails, natural resource protection and restoration activities, in addition to providing project coordination for Cucumber Gulch Preserve research and management. The Open Space & Trails Coordinator also prepares and maintains a variety of records, reports, plans, and resource inventories and serves as a specialist in resource management, natural science, and open space administration. Additionally, the individual in this position establishes and maintains effective working relationships with supervisors, other Town employees, and the general public through honest, open communication and follow-through on commitment. This individual professionally interacts with all levels of the Town of Breckenridge and outside organizations through high level verbal and written communication skills. Building, leveraging, and maintaining partnerships and collaborations are key focus areas of this position.

A primary responsibility of this position is coordinating land management activities on the Town open spaces and trails network, including natural resource assessments through field observation and research, conducting research and gathering scientific information regarding site conditions, assisting in the analysis of environmental impacts of projects and recreational use on open spaces, compiling information for a variety of studies and reports, developing recommendations, and preparing detailed technical summaries and other informational materials for Town staff and the general public related to natural resources. This position also involves fostering a culture of accountability, clearly defining responsibilities and expectations, setting goals, providing motivation and performance feedback, recognizing contributions, and encouraging training and development.

SUPERVISION RECEIVED/EXERCISED

Works under the direct supervision of the Open Space & Trails Manager and general supervision of the Recreation Director. This position supervises naturalists, the Nordic Supervisor and leads subordinates in daily operations. A portion of the Open Space & Trails Coordinator’s time will be spent assisting in the leadership and oversight of

Receipt Acknowledged _____
Print Name

Signature\Date

Gold Run Nordic Center operations in the winter months and with subordinate Naturalist staff in the summer months.

SENSITIVITY STATUS

Because the Town's Recreation Department positions may involve direct contact with children, the Town requires that the incumbent in this position must have a clear criminal history that bears on his or her fitness to have responsibility for the safety and well-being of children.

ESSENTIAL JOB FUNCTIONS/KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent in this position must be able to successfully perform and is responsible for the fulfillment of the following essential job functions and duties:

- **Leadership & Team Work:** Contribute to the level of trust, confidence, and respect other team members have in the incumbent by demonstrating commitment to program goals, promoting team work, encouraging others, coordinating tasks in a timely and effective manner, and modeling the Town's leadership values and philosophies. Demonstrate critical leadership components, such as resolving problems and mediating conflicts encountered during daily operations and determining appropriate solutions, being solution orientated, encouraging regular and professional communication, informing staff and management of relevant issues and their impact on the organization, fully participating, being visible, and leading by example. A critical component of this leadership role includes working collaboratively to achieve the goals and objectives established by the Manager.
- **Personnel Supervision:**
 - Directly supervises lead staff, support staff, independent contractors, and volunteers (collectively referred to as "staff").
 - Responsible for leading staff in a manner that supports and achieves the Nordic and Open Space & Trails Divisions and Department vision, mission, and goals.
 - In accordance with Town procedures, effectively conducts hiring processes, employee orientation processes, scheduling, employee feedback processes, performance review processes, staff training and development, and works with the Manager on disciplinary and termination processes. Holds staff accountable for performance, ensures effective and appropriate delivery of programs and services, and provides staff with the tools, training, and coaching necessary to be successful in their positions.
 - Responsible for ensuring compliance with department processes and procedures, Town Human Resource and Payroll policies, procedures, and practices.
 - Instructs or participates in programs as needed to stay abreast of natural resource management knowledge and skills and provide oversight and training to staff.
- **Financial Management:**
 - Assists with budget development, management and oversight of a functional area. This involves achieving agreed revenue and expenditures designated by a manager, reviewing and analyzing monthly reports, identifying variances or misallocations and complying with pricing policies.
 - Contributes ideas for short-term and long-term projects, such as habitat and land management improvements, research and design methodologies, and equipment replacement. Helps identify and manage grant and collaboration opportunities.
 - Handles cash in a manner consistent with specified cash handling procedures, as well as develops appropriate systems and procedures. Conducts transactions, cash out drawers and complete settlement procedures with integrity.
 - Conducts routine audits, over/short analysis of deposits and daily close-outs as necessary at Gold Run Nordic Center and reports variances to Manager on a regular basis. Takes steps to address any trends in cash management issues.

- Creates and uploads financial reports in the manner necessary for inclusion in Town financial systems and account reconciliations.
 - Maintains responsibility for fiscal resources by contributing to the development of, and compliance with, Department policies and procedures with regards to purchasing, use of credit cards, petty cash and change funds, and cash handling.
 - Orders supplies, equipment, and retail items designed to meet program, facility and service offerings within specified budget parameters.
- **Facilities:**
 - Ensures the effective operation of Department facilities and property by coordinating with facilities and operations staff to conduct inspections, safety checks, facility inventories, and prepare equipment replacement plans, develop repair and maintenance schedules, and participate in facility improvement planning processes.
 - Makes recommendations for and develops drafts where appropriate for operating procedures such as facility rules, emergency response plans, inspections and safety checks, operating manuals, reservation processes, cleaning schedules, and appropriate logs and other documentation for Gold Run Nordic Center.
- **Guest Relations:**
 - Interacts with guest, supervisors, and general public in a positive and professional manner, utilizing excellent guest service standards, while having the ability to effectively resolve conflicts or disputes. Provides exceptional guest service. Exercises tact, courtesy, and firmness in frequent contact with coworkers and the general public.
 - Engages in community outreach activities to secure community acceptance and increased awareness of the Town's open spaces and trails and Nordic facility.
- **Communication:** Utilize effective written and oral communication techniques to communicate with guests, Recreation Department staff, TOB staff, and the public in a positive and professional manner.
 - Maintains contact with supervisor and ensures other staff members are current and up-to-date with objectives and goals.
 - Provides public information and maintains positive public and team relations. Appropriately resolves conflict, provides information timely, and enforces rules.
 - Assists in the development of written materials regarding habitat and land management activities, including management plans, summaries, methodologies, and reports. May present information and reports to BOSAC and Town Council.
 - Ability to follow written and oral instruction, work without supervision, prioritize, and recognize and maintain time schedules and meet or exceed deadlines.
 - Ability to exercise tact and discretion in the handling of sensitive and confidential information.
 - Effectively communicates and expresses ideas orally and in writing. Establishes and maintains effective working relationships with other staff, guests, and public via telephone, in writing and verbally as necessitated by work assignments.
 - Collaborates with partners at Summit County, US Forest Service, Colorado Parks and Wildlife, US EPA, and state agencies.
- **Programs & Services:** Implements preplanned programs and services to guests in a friendly and guest service oriented manner. Assists in researching, designing, and managing natural resource projects and activities under the guidance of the Manager. Identifies, writes, and manages grant applications. Collaborates with Open Space partners. Assists with the publicity and marketing of Nordic and Open Space programs and services. Listens to guest feedback and convey pertinent information to a supervisor. Implementation of programs and services involves setting up and preparing assigned facility spaces and equipment, research and collecting data and monitoring studies on Cucumber Gulch Preserve, preparing detailed technical summaries and other informational materials, interfacing with volunteers and users, scheduling, enforcing department policies and procedures, and ensuring safety.

- Performs research and monitoring of wildlife, water, and natural resources of Cucumber Gulch Preserve and makes sound recommendations.
- Assesses status of natural resources through field observations and monitors changes in natural resources conditions and determines causes.
- Reads and understands technical drawings and specifications.
- Performs field measurements with precision and accuracy.
- Provides coordination of land management activities, including habitat and river restoration, soil erosion correction, noxious weed control, or forestry projects.
- Interprets resource management programs to the general public, Town staff, and partners.
- Identifies and responds to issues and concerns of the public, Town Staff, and partners.
- Effectively represents the Open Space Division and Town in meetings with partners, governmental agencies, community groups, and the general public.
- Provides guidance and works collaboratively with Nordic staff to ensure Nordic programs are planned effectively in advance, available to the public, and meet community needs.
- Coordinates the work of contractors.
- Ability to plan and direct the work staff, contractors, and volunteers engaged in carrying out generalized and specialized natural resource management functions, procedures, and methods.
- Assists and advises other staff, as necessary, resolving problems as non-routine situations arise.
- Performs other related work as required.
- **Technology:** Interface with software for the purpose of data analysis, completing reports, and recording information necessary to carry out all Recreation Department functions. Effectively utilize the intranet and computer programs required to complete job duties.
- **Department Resources:** Adhere to Department policies, procedures and practices in order to ensure the preservation of resources such as equipment, cash, facilities, and vehicles. Observe, document and report problems. Complete required paperwork as it pertains to the use of resources, such as inspections, inventories, etc. Drive vehicles according to safety practices and Town policies and practices.
- **Safety:** Responsible for the overall safety and risk management of specified facility spaces, programs and services under a functional area. Adhere to, enforce, and contribute to the development of Department safety policies, procedures and practices in order to ensure the safety of guests and staff. Be aware of important safety practices, and take steps to correct unsafe situations. Design, conduct and participate in safety training, emergency response drills, and respond to emergencies in an effective and appropriate manner that is consistent with common safety practices. Complete accident/incident reports as required. Physically inspects potential user areas and establish procedures to ensure the environment is conducive to safety. Assists with the development of pertinent safety practices, procedures and policies.
 - Ensures that staff certifications are current, relevant and consistent.
 - Creates, completes and ensures that all industry specific safety and maintenance logs/records are maintained and completed. Regularly inspects logs and records to ensure subordinate staff are completing as needed.
- **Training & Continued Education:** Attend trainings, orientations, and meetings as necessary. Maintain certifications, skills and abilities to effectively carryout all job functions. Maintain affiliations or membership in relevant professional organizations. Assist with training/mentoring of volunteers and new staff members.
- **General duties:** Performs related work and special projects as assigned. Assist other divisions / departments as required. Regular, predictable and dependable on-site workplace attendance is an essential function of the job.

MATERIALS AND EQUIPMENT DIRECTLY USED

This position may require the use of a computer, cash register, telephone, paging system, copier/fax/printer, camera, and other types of office equipment. May operate equipment and/or hand and power tools to maintain and repair trails and open space properties.

Receipt Acknowledged _____
 Print Name

 Signature\Date

Page 4 of 6

- Utilizes various tools for natural resource management, including optics (spotting scope and binoculars), GPS and data collection, and groundwater monitoring.
- Operates computers and software for data input, retrieval, analysis and reporting, calculators; GIS and mapping; digital and other copy machines; and computer printers.
- Operates a motor vehicle.
- Uses two-way radio and other communications devices.
- This position may use first aid equipment, an AED, and other safety equipment.
- This position may use Nordic equipment such as snowshoes, cross country skis, etc.

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

Work is performed with a high degree of public interaction and communication with exposure to periods of high activity and possible stressful interaction with the public. Physical activities include long periods of walking, hiking, lifting, maintenance, manual labor, cleaning, and general moving about on trails and open space properties.

This position involves being indoors and outdoors with exposure to sun, rain, wind, snow and various weather conditions.

- Work is performed primarily in an indoor setting with some outdoor work for meetings, site visits, on-site inspections, and land management project design and implements. During winter months, there may be an increased need for work at Gold Run Nordic Center, dependent upon staffing.
- Outdoor work includes exposure to adverse and high altitude conditions such as heat, cold, rain, snow, ice, sun, wind, pollens, dust, dirt, noise, and slippery and/or uneven ground.
- Work is subject to many interruptions and requires that the individual in this position use a high level of emotional intelligence, quickly prioritize job responsibilities in an environment that may involve helping several people at the same time.
- Contact with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented is a frequent requirement.
- Requires working alone as well as with others, with the public, and with irregular schedules including weekends.
- Must be able to work safely at all times, participate in safety training courses, notify management of any safety concerns, and ability to recognize and notify management about any issues that pose a safety risk to staff, volunteers, or the general public.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- To qualify for this position the candidate or employee must pass a criminal background check as described in the Recreation Department Criminal History Background Check & Confidentiality Policy.
- BA/BS degree in natural resource management or a related field required.
- Master's degree in natural resource management or related field preferred.
- Two to four years of natural resource management related work experience required.
- Two (2) years direct employee supervision required.
- Previous grant writing and management experience preferred.
- Strong computer proficiency, including experience working with Microsoft software such as Excel, Word, and Outlook, required.
- Demonstrated experience working with volunteers desired, including recruiting, training, directing, organizing, and motivating volunteer teams.

LICENSE OR CERTIFICATIONS

- Certification and/or appropriate credentials and proof of study in specialty area of instruction at time of hire.

Receipt Acknowledged _____
Print Name

Signature\Date

Page 5 of 6

- Community CPR, first aid and AED training required within 60 days of hire.
- Preventing disease transmission (PDT) required within 60 days of hire.
- Valid Driver’s license and acceptable Motor Vehicle check required prior to employment.
- Colorado Driver’s license required within 30 days.

EFFECTIVE DATE

February 1, 2020

Note:

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts the Town’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

The Town is an “at will” employer, and town employees may be separated from Town employment at any time and at the discretion of management.

The Town of Breckenridge is an Equal Employment Opportunity Employer

The Town does not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation or any other status protected by federal, state or local law.

Receipt Acknowledged _____
Print Name

Signature\Date