

## BAXTER PARK TRAIL SPECIALIST

Natural & Environmental Resources  
Park Operations  
Wilderness Parks  
Worker

9419  
NER2120300  
Range 18  
0216

**DESCRIPTION:** This is maintenance and personal services work in planning and implementing Baxter State Park Trails program. Responsibilities include planning annual work programs for maintenance and construction; conducting field inspections; administering contracts; assisting with trail design/layout and planning; overseeing volunteers and organizations in cutting brush, building bridges, installing and replacing signs, cutting blowdowns, blazing trails, controlling erosion, and placing water bars. Work is performed under limited supervision.

**REPRESENTATIVE TASKS:** *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).*

- ... Oversees and coordinates the activities of the contracted trail crew leaders and volunteer groups in the repair, construction, and maintenance activities in Baxter State Park in order to ensure work meets established standards and is accomplished in a timely fashion.
- ... Patrols, reviews, and reports on Park foot trails in order to ascertain condition and prioritize work projects.
- ... Conducts survey walks identifying plants and physical characteristics in order to electronically lay out preliminary line, plot trail attributes on maps, and record information into a database for reference.
- ... Records work performed and keeps time records of trail crews, and others in order to perform contract administration duties and keep superiors informed.
- ... Evaluates trail crew performance and identifies strengths and weaknesses in order to determine training needs and adjust trail crew project assignments and/or priorities.
- ... Develops and presents training materials and workshops in order to train contracted vendors, volunteers, and employees.
- ... Evaluates trail crew needs, equipment, and materials in order to make recommendations on budgets and operational planning.
- ... Paints, transports, installs and replaces informational road and trail signs in accordance with established sign policies and standards in order to ensure sign posting needs are met.
- ... Maintains a variety of specialized hand and power tools in order to ensure and maintain continued working order of tools.
- ... Performs winter transport of work materials in order to ensure adequate supplies for seasonal trail and/or construction projects are readily available.
- ... Records project types, segment work time, and inventory of materials, equipment, and supplies in order to ensure accountability and document project status.
- ... Responds to forest fires and search and rescue operations within the Park in order to act as initial incident command and to provide assistance in emergency situations.
- ... Attends meetings and makes presentations related to the trail program in order to share information and promote the Park's mission.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: *(These are required to successfully perform the work assigned).*

- ... Knowledge of Park programs, services, policies and procedures.
- ... Knowledge of modern trail maintenance and construction techniques including water bar and bog bridge construction.
- ... Knowledge of contract administration practices and procedures.
- ... Knowledge of chainsaw and hand tool maintenance and use.
- ... Knowledge of equipment and construction safety standards and practices.
- ... Knowledge of advanced wilderness first-aid procedures.
- ... Knowledge of safety protocols for situational awareness including job hazard analysis and risk management of the work environment.
- ... Knowledge of backpacking, camping, and hiking techniques.
- ... Knowledge of building rough foot bridges up to thirty feet in length.
- ... Knowledge of erosion control methods.
- ... Knowledge of basic drafting.
- ... Knowledge of budgetary policies and procedures.
- ... Ability to understand and apply GPS data collection and GIS trail mapping systems.
- ... Ability to assess problems, reach logical conclusions, and develop appropriate solutions.
- ... Ability to establish and maintain effective working relationships.
- ... Ability to lead, train, and motivate others.
- ... Ability to plan and coordinate trail programs.
- ... Ability to develop comprehensive reports from trail and maintenance data.
- ... Ability to design and fabricate wooden signs.
- ... Ability to maintain work records and account for inventories.

MINIMUM QUALIFICATIONS: *(Entry level knowledges, skills, and/or abilities may be acquired through, **BUT ARE NOT LIMITED TO** the following coursework/training and/or experience).*

High school diploma or equivalent and three (3) seasons experience in trail construction and maintenance or similar activity involving in park maintenance.

LICENSING/REGISTRATION/CERTIFICATION REQUIREMENTS: *(These must be met by all employees prior to attaining permanent status in this class).*

- Valid Class C Maine motor vehicle operator's license
- Wilderness Advanced First Aid (Wafa)
- Baxter State Park Class C chainsaw
- Maine Search and Rescue Association or Equivalent Incident Command System Training

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