

**Location:** Salmon Arm, BC

The Shuswap Trail Alliance (STA) is seeking an energetic, organized, and adaptable person for the position of Field Crew Leader. The ideal candidate will possess supervisory experience. Being a recreational trail user and having experience in trail construction and maintenance an asset, but training will be provided. Must want to work outdoors, be physically able to carry out trail construction and maintenance tasks in remote settings. A willingness to learn, adapt, and respond quickly while maintaining a high standard of attention to detail at all times a must.

**Job Description:**

The Field Crew Lead will work with the Operations Manager to manage ongoing field projects and the seasonal field crew. The Field Crew Lead may deal with stewardship groups, local government officials, volunteers, and board members. In dealing with any of the organizational or supporting agencies, it is imperative to uphold the ideals of the STA with regard to cooperation, professionalism and STA guiding principles. The Field Crew Leader reports to the Operations Manager (OM).

**Tasks of the Field Crew Lead can include:**

- Work with the Operations Manager to organize and support the day-to-day operations of field projects
- Organize day-to-day operations of the trail crew
- Maintain day-to-day project administration (under supervision of OM)
- Assist with in-field trail design and planning, where needed/appropriate

**Crew Management Includes:**

- Delegation of crew tasks to be completed
- Equipment and management and maintenance
  - Ensure required tools are available on site each day
  - Ensure tools are properly maintained and in working order
- Progress tracking and reporting
  - Daily measurement of trail completed
  - Recording of measurements
  - Photos of work completed
  - Report progress to Operations Manager
- Time tracking and reporting
  - Record hours worked by crew and supervisor
  - Report hours to Operations Manager
- Work plans
  - Work with the Operations Manager to develop work plan for each day of the week
  - Ensure work plan is followed by crew
  - Coordinate daily safety management
- Organizing construction materials
  - Work with the Operations Manager to acquire materials needed for weekly work plan
  - Ensure materials are on-site when needed
- Personnel relations
  - Conflict resolution
  - Bring grievances to Operations Manager

**Qualifications:**

- Have post-secondary education (or a combination of equivalent life skills will be considered)
- Proven supervisory experience
- Ability to manage field projects from initiation to successful completion

- Class 5 driver's license
- Proof of full Covid-19 vaccination is a condition of employment

**Assets:**

- Knowledge RSTBC Trail Standards (WTS and IMBA Trail Standards)
- Carpentry skills
- Backcountry safety
- Field work experience and knowledge of field safety protocols
- Good communications and writing skills
- Safe use of power tools and hand tools
- Bucking and Liming chainsaw certificate\*
- Level 3 first aid preferred or a First aid level 1 with a Transportation endorsement\*
- S100 forestry fire fighting certificate\*

\*Training may be available for the ideal candidate

**Added Skills:**

- General knowledge and understanding of trail building
- Sound analytical problem solving
- Excellent interpersonal skills
- Ability to work on a variety of tasks both independently and as a supportive contributor to the team
- Ability to manage a changing workload
- Ability to multitask and work in a fast-paced environment, while simultaneously being highly organized

**Anticipated Start Date:** March 14, 2022

**Anticipated End Date:** October 14, 2022 (this may change dependant on available funding)

**Wage:** \$25 per hour

**Hours:** Full time (40 hours per week)

**Term:** Term contract position

**Closing Date:** Monday, February 28<sup>th</sup> at 4:30pm

The STA is committed to ensuring that no person is denied employment opportunities or benefits for reasons unrelated to ability and to achieving and maintaining a workforce that is representative of women, Aboriginal peoples, persons with disabilities and members of visible minorities. The STA undertakes to identify and remove any discriminatory policies and practices found in the recruitment, selection and hiring, promotion, training, retention, and termination of employees in all levels and categories of employment.

**To apply for this job:**

Submit your cover letter and resume to [jen@shuswaptrails.com](mailto:jen@shuswaptrails.com). Please submit in .pdf format with your name in the file title (e.g., John\_Smith\_Coverletter.pdf, John\_Smith\_Resume.pdf) and include three references, with contact information. Please clearly state how you meet the qualifications for this position in your application.

We would like to thank all applicants for their interest. Only shortlisted applicants will be contacted.