

Public (when completed)

Common Government

## New

Ministry

Forestry and Parks

## Describe: Basic Job Details

## Position

Position ID

Position Name (30 characters)

Trails&amp;Backcountry Specialist

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

## Employee

Employee Name (or Vacant)

## Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Trails&amp;Backcountry Supervisor

Supervisor's Current Class

## Design: Identify Job Duties and Value

## Job Purpose and Organizational Context

Why the job exists:

The Trails Specialist in Peter Lougheed Park reports to the Peter Lougheed Trails Supervisor (position 50015211) and supports the ongoing operation and maintenance of trails and backcountry campgrounds in Peter Lougheed and Spray Valley Provincial Parks, Bow Valley Provincial Park, Elbow-Sheep Wildland Provincial Park and select other Provincial Recreation Areas and Public Land Use Zone within the Kananaskis Region. The position is an integral member of the wider Kananaskis Region Trails Program and offers support to other districts on an as needed basis.

Primary areas of responsibility include summer trail maintenance, winter trail grooming, signage and equipment maintenance, volunteer and wage staff coordination/supervision as required, condition reporting, as well as participation in public trails events which contribute to trails stewardship in Canmore and Kananaskis Country. This position implements the projects and activities identified in annual Operational Plans according to priority classification and subject to human and financial resources. This position is a 40-hour per week position typically scheduled Monday - Friday with evening, overnight and weekend shift work when required.

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Summer Trail Maintenance:

1. Laying and construction of new trails.
2. Identifying and correcting trail problems such as the removal of fallen timber and avalanche debris, installing/repairing/cleaning all drainage devices and making trail tread alterations to deal with erosion and surface migration of tread, installing/repairing/cleaning all drainage devices and making other tread alterations to deal with excessive wear, surfacing rocks and roots as well as other trail damage.
3. Installation and maintenance of all trail and backcountry facility signage.
4. Maintenance of backcountry campgrounds to ensure all sites are kept clean, rehabilitation projects are identified and carried out, hazards are corrected, toilets are cleaned and serviced as required and an ample supply of firewood is maintained where required.
5. Coordination of maintenance related helicopter operations include transport of firewood, construction materials and servicing of backcountry privies.

#### Winter Trail Maintenance:

1. Grooming and track setting trails using a variety of grooming equipment including snowcats, snowmobiles and the wide-range of tools and implements that accompany them.
2. Assess, order, install, change-over and regular maintenance of Ski trail signage to mitigate any public wayfinding issues.
3. Ensure all trails are kept free of hazards.
4. Snow removal tasks required to maintain access to buildings and facilities.

#### Equipment:

1. Operate a variety of equipment such as skidsteer loader, excavator, snowcats, snowmobiles, chainsaws, brushsaws, etc.
2. Performs preventative maintenance on vehicles, routine and emergency maintenance of equipment used on the job.

#### Administration:

Completing and processing time reports, external trail reports, accident reports and other general duties.

#### Health and Safety:

1. Ensuring that all activities are conducted in a safe manner, adhering to all applicable worksite health and safety requirements.
2. Completing all required worksite health and safety orientation and job specific training and reviewing applicable hazard assessments prior to completing task.
3. Appropriately completing as required all incident reporting and health and safety documentation.
4. Completing all work using appropriate safe job practices and and work procedures.

### Problem Solving

#### Typical problems solved:

Summer Trail and Facility maintenance requires interpretation of standards and best practices outlined in the maintenance standards manual as they directly apply to issues encountered in the field and the ability to transform those directives into working solutions.

Constantly analyze changes in weather and snow conditions as they affect winter trail grooming operations and manipulate grooming approach/techniques to achieve desired results.

Organization of daily activities with respect to researching reports from previous work assignments, user blogs, comments and reports, coordinating and sharing of equipment and meeting scheduled requirements.

Analyzing and implementing corrective actions to overcome unexpected mechanical or other equipment failures.

Observing and recognizing navigational and wayfinding issues on trails and in backcountry facilities and formulating actions to address any problems.

Organization, record keeping and time management issues to attain accuracy and meet administrative requirements and deadlines.

Types of guidance available for problem solving:

Trails standard manuals are referenced to assist with technical and operational requirements in the field.

Courses and training are available to attain technical and operational skills for field operations as well as for 1st aid, safe practices and computer/tech skills.

Equipment manuals and on-line technical support is available for troubleshooting and repair of equipment.

The on-line service desk and on-line services are available for computer problems and issues.

Supervisor, program peers and other program personnel are available for their advise and expertise.

Sign standard catalog's are available for reference to resolve wayfinding issues.

Site Docs web-application to access OH&S documentation and requirements.

Direct or indirect impacts of decisions:

The recreational experiences of the visiting public are directly impacted by actions and decisions of this position. General trail access and safety are dependent on the ability of trail staff to recognize and mitigate potential hazards such as drainage and water-crossing infrastructure damage, overhead and hazardous trees, rockfall issues, fallen trees and obstructions on the trail itself. Decisions affecting trail placement, design and flow as well as attention to natural features, scenery and aesthetic appeal directly impact the users ease of passage, safety and overall enjoyment.

The ability to thoughtfully and expertly groom and trackset cross country ski trails has a significant impact in the skiers ability to safely navigate the trails while providing a gratifying and enjoyable experience. The recreational opportunities and the various events this service accommodates, provide an endless number of economical benefits to the province through tourism. The economical sustainability of local hotels, restaurants, equipment sales, rental agencies to name a few, rely heavily on the successful delivery of this service to attract customers throughout the winter season.

A well thought out and executed trail program improves the overall physical and mental health of the variety of users (skiing, climbing, snowshoe, cycling, hiking, fishing, orienteering, bird watching, etc.) that it attracts through exercise and improved access to recreational opportunities. This indirectly reduces the overall pressure on the health care system and inevitably saves tax dollars.

Well thought-out signage and wayfinding installations directly impact the users ability to safely plan and navigate their course, reducing strain to our information service's, public safety teams incident/response-efforts and with enforcement issues. They provide useful information and educational opportunities, adding value to the end users experience and promote a responsible and respectful outlook toward the environment.

## Key Relationships

Major stakeholders and purpose of interactions:

Trail condition reporting is accomplished through close collaboration with AB Parks Visitor Information staff to accurately relay trail conditions, closures, advisories and other pertinent concerns to clients on a daily or weekly basis. The Trails specialist also communicates with Nordic Pulse to advise of trail system changes and to work out improvements to their platform that digitally relays live grooming conditions of ski trails to the end users.

Trails staff will work with outside organizations such as Foothills Nordic Ski Club and Ski For Light to facilitate their annual ski-events . This often involves communications to co-ordinate efforts with Volker Stevin (Road Maintenance Provider) to accommodate special needs such as changes to scheduling, additional plowing, course crossings of roadways, etc. and collaboration with Peter Lougheed Park

conservation officers for access and other needs.

Trails staff work closely with volunteer organizations to facilitate work projects on trails and directly supervise volunteer work crews in the field. This happens on a weekly or monthly basis through the summer operating season and on an irregular basis during the winter season. Friends of Kananaskis, CAMBA, Brown Lowery 300 Group are a few of the volunteer organizations involved.

Staff regularly interact with trail users during their day to day activities to answer questions, provide directions, etc.

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

Carpentry, landscaping, logging, equipment operation, helicopter long-line or overhead crane operations, automotive or small engine mechanics, wilderness 1st aid, winter travel through avalanche terrain and snow-study training/ experience is an asset.

### Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is open to new ideas and breaks problems down to identify solutions: <ul style="list-style-type: none"><li>• Breaks down problems into small parts</li><li>• Constructively questions and challenges the norm</li><li>• Open to other's perspectives and aware of own</li><li>• Contributes ideas for improving processes, and adapts existing practice to address problems</li></ul>	Contribute to the annual operational planning by sharing observations noted in the field and potential solutions to issues. Seek out ideas and perspectives that may enhance quality or increase productivity. Simplify complex issues by focusing on each task and build to the greater goal.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"><li>• Plans based on past experience</li><li>• Holds self and others responsible for results</li><li>• Partners with groups to achieve outcomes</li><li>• Aims to exceed expectations</li></ul>	Strive for excellence. Whether constructing a bridge or picking litter, be thorough and professional in approach without compromising safety or quality. Know that the outcome will directly affect the user experience and organization/programs goals.
Develop Networks	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Maintains collegial internal relationships and understands external	While working on a team or solely on a project or task, it is imperative to

		<p>network:</p> <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	<p>understand and consider the greater needs/goals of the team, organization and key stakeholders as you devise and undertake your work strategy. Understand how your work will affect other programs and stakeholders and incorporate their input and needs into your work.</p>
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	<p>Working as a team comprised of a number of individuals, each with varying backgrounds and talents or experiences can offer a broader skill - set. Utilizing as many of these talents as possible can be more productive and produce more complex and professional results. This in-turn provides more opportunity for the team as a whole to grow and share in the success.</p>

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature