

# Los Alamos County

## Job Description and Classification



# LOS ALAMOS

<b>JOB TITLE:</b>	<b>Trail Builder – Machine Operator, Trail Builder – Sr. Machine Operator</b>
<b>JOB CODE:</b>	<b>383, 381</b>
<b>CLASSIFICATION:</b>	<b>Non-Exempt</b>
<b>DEPARTMENT/DIVISION:</b>	<b>Community Services</b>
<b>SUPERVISOR:</b>	<b>Open Space Specialist/Parks, Recreation and Open Space Manager or Community Services Director</b>

### **Position Summary:**

Under direct supervision of the Open Space Specialist, Parks Recreation and Open Space Manager, Community Services Director or designee to operate a variety of equipment for sustainable trail construction and maintenance.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Construction and maintenance of recreational trails and roads for hiking, walking, running, equestrian and off road cycling.
- Implementing and maintaining erosion control measures on new and existing trails.
- Building wood and/or rock retaining walls, steps/staircases.
- Installing post and cable or split rail fencing.
- Work with stakeholders to consider and incorporate important social, economic and managerial aspects of trails.
- Construct trails that address the varied skill levels of users.
- Design and install maps, signage and usefull information for users.
- Maintenance and protection of natural habitat areas.
- Perform landscape maintenance tasks such as pruning, mulching, seeding and weeding.
- Maintaining and repairing asphalt and concrete trails
- Operates various equipment and hand tools for natural surface trail building/maintenance, restoration projects and snow removal of paved trails.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Checks to ensure tools and equipment are in proper working order; reports defects and broken parts found on equipment.
- Performs basic or routine maintenance and repairs on equipment and vehicles.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Off-Season Duties and Responsibilities that may be assigned:**

- Operates equipment for landscaping, snow removal and related assignments.
- Cuts, hoes and removes weeds and brush, cultivates soil, maintains lawns, trees, greens and shrubs.
- Maintenance of parks, grounds, ball fields and rights-of-way.
- Operates different types of tractors, lawn mowers, lawn edgers for the golf course.
- Maintain cross county ski trails.

**Additional Essential Duties and Responsibilities for Sr. Machine Operator:**

- Leads and guides the work of employees, designs and plans projects, gets materials for project and assigns workload.
- Reviews and recommends approval of timesheets, leave requests and overtime.
- Prepares trails and facilities for special events.

**Minimum Qualifications:**

- High School Diploma or GED.
- Must be 18 years of age.
- Two years of experience in the operation of equipment for the construction or maintenance of recreational trails.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must successfully complete the USDA Chain Saw training within six months of employment.
- Successful completion of the pre-employment physical exam prior to commencing work.
- Must possess or have ability to obtain within first six months of employment, and must maintain Community First Aid, CPR, and AED certifications.
- If in possession of a valid New Mexico CDL driver's license at the time of application or if obtained after being hired, must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.

**Preferred Qualifications:**

- A valid New Mexico CDL-B driver's license.
- Experience leading and assigning work to crews, volunteers and contractors.

**Additional Minimum Qualifications for the Sr. Machine Operator:**

- Additional three years of experience designing, building and maintaining recreational trails on public lands.
- Must possess, or ability to obtain within sixty days of employment, and maintain a valid New Mexico CDL-B driver's license.
- Must possess and maintain a New Mexico Pesticides Applicator's License 3A and 3B.
- Successful completion of mandatory drug screening and subsequent random drug and alcohol screenings.

**Preferred Qualifications for the Sr. Machine Operator:**

- Master Trail Builder Certification through the Cumberland Trail Conference or other equivalent Trail Building Certification.
- Experience welding.

**Knowledge, Skills, and Abilities:**

- Knowledge of sustainable trail design standards: maintenance standards and various maintenance activities associated with recreation facilities including trails, trailheads and day-use facilities
- Knowledge of natural surface trail design, construction and maintenance.
- Knowledge of all aspects of sustainable trail development.
- Knowledge of ADA accesable trail specifications and applications.
- Knowledge of carpentry and masonary skills required for special features such as small bridges, kiosks, rock walls and fencing.
- Knowledge of basic vehicle inspection and maintenance including tire pressure, checking oil and water levels.
- Knowledge of occupational hazards involved and safety precautions necessary in equipment operation.
- Knowledge of the principles and objectives of trail system maintenance and programming standards.
- Knowledge of the requirements and problems associated with linear trail systems across a variety of soil types and conditions
- Knowledge of the requirements and problems associated with bike park amenity maintenance such as flow trails, technical trails, pump tracks, and constructed bike park amenities.
- Knowledge of hazards and safety precautions common to trail building and equipment operation.
- Skill in safely operate trail building equipment such as; mini excavator and/or backhoe, bobcat, chainsaw, leafblowers, weed wackers and snow blowers.
- Ability to use a variety of hand and power tools.
- Ability to read maps and use a GPS to navigate forest roads and trails.
- Ability to operate computers and office machines (copier, printers, phones) and computers in a Microsoft Windows environment using Outlook and Excel.
- Ability to drive and operate equipment safely and efficiently under varying working conditions.
- Ability to communicate effectively, both orally and in writing and work well with a diverse group of people
- Ability to perform a variety of maintenance and repair assignments.
- Ability to drive and operate equipment safely and efficiently under varying working conditions.
- Ability to work from construction specifications or blueprints.

**Additional Knowledge, Skills, and Abilities Sr. Machine Operator:**

- Knowledge of horticulture, pesticides and fertilizers.
- Knowledge of maintaining cross counry ski trails.
- Knowledge of aquatic trail maintenance.
- Knowledge of water conservation and natural vegetation.
- Skill in pruning, trimming and maintaining landscaping.
- Ability to investigate, gather data, compile information, analyze information, draw conclusions and prepare reports.
- Ability to plan, organize, and schedule workload so deadlines are met.
- Ability to mix and apply pesticides for use in spraying for weeds and insects.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, walk and stand. The employee regularly uses manual and finger dexterity, a sense of smell, and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment to complete assigned job tasks; and be able to lift 75 pounds with the assistance of equipment or another person.

**Work Environment:**

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Possible exposure to hazardous materials and blood-borne pathogens. Work is performed in both indoor and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend and holiday work may be required on short notice. May be deployed to assist in the response to wildfires.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Created: 10/21/2019

Reviewed:

Revised: