

Open Space & Trails Assistant (Seasonal)

Department: Parks, Recreation, Open Space & Trails

Division: Open Space & Trails

FLSA Status: Non-Exempt

Job Level: S103

Job Summary

This summer seasonal position is responsible for open space & trails monitoring and maintenance projects, including project organization, implementation, inventory of tools/equipment, and other tasks as assigned.

PROST Mission

The Town of Crested Butte Parks, Recreation, Open Space and Trails Department ("PROST") enriches the lives of residents and visitors through inclusive year-round recreational programming, conservation and stewardship of vital open spaces and trails, and access to exceptional public park amenities. We value community connection, collaboration, high quality of life, and our valley's rich natural and cultural heritage.

Duties and Responsibilities

1. Perform conservation and recreational access easement monitoring on Town-owned open space properties to ensure compliance.
2. Perform maintenance projects on open space parcels such as fence installation & removal, trail work, noxious weed removal, signage installation/updates, project coordination as assigned, agricultural lease monitoring, etc.
3. Identify and correct potential hazards on trail systems and open space properties.
4. Interact with the public to provide friendly education and awareness including directions, interpretation of ethical use of open space properties and trails (non-enforcement), and other local knowledge.
5. Log and track monitoring visits and projects in web-based software.
6. Assist with organization, distribution, and collection of project supplies.
7. Compose correspondence and other documents; perform clerical duties to support the operations of work unit.
8. Coordinate with GIS staff to accomplish division project tasks.
9. Work with vendors to build quotes for various products.

Preferred Knowledge and Skills

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- Use of tools and equipment related to trail building, weed removal, and fence installation as well as other commonly used hand tools.
- Ability to read and interpret conservation easements, restrictive covenants, and other related documents. Ability to interpret these documents in a field-based setting to determine compliance.
- General terminology and practices involved with land conservation, restoration, stewardship, recreational programming, and risk management.
- Skill in working independently, attention to detail, communication with the public, program facilitation, trail work & maintenance, and office work.
- Knowledge of local flora and fauna.

Minimum Job Requirements

- Must be at least 18 years of age.
- Must possess a valid Driver's License.
- Must possess a high school diploma or equivalent.
- Ability to spend full days outside in a variety of inclement weather hiking through off-trail, high elevation, rugged terrain while performing physical labor.
- Ability to lift, carry, push, pull items up to 50 pounds unassisted.
- Current First Aid & CPR certification or higher-level certification.
- Professional communication skills.
- Ability to utilize basic software in an office setting for tracking and reporting.

Background Investigation

Employment is contingent upon the results of a comprehensive education/experience background investigation and a criminal history record check.

Working Conditions and Physical Effort

Physical ability to perform office and related work, including operating computers and office machinery; mobility to safely operate a motor vehicle; stamina to sit for extended periods of time; strength to lift and maneuver materials weighing up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

Equity, Diversity, and Inclusion

The Town provides employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression,

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pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Discrimination and/or harassment against any person is prohibited because of disability, race, creed, color, sex, sexual orientation, religion, age, national origin, ancestry, political affiliation, veteran's status, marital status, gender identity or any other protected class recognized under the Colorado Anti-Discrimination Act (CADA). This applies to all employment decisions.

PROST Organizational Chart

