



Organization: Bragg Creek Trails (BCT)

Position Title: Trail Operations Manager

Reports to: Executive Director

Term and Hours of Work: Permanent Part-Time, Various hours based on 30 hours per week

Compensation: \$30.00 to \$40.00 per hour based on experience

Annual Salary Equivalent: \$43,680.00 to \$58,240.00

Organization Overview:

The Bragg Creek Trails Association is a registered charitable organization with the express purpose of building and maintaining a sustainable trails system for the enjoyment of all non-motorized trail users in both Rocky View County in the Greater Bragg Creek Community, as well as the West Bragg Creek area of Kananaskis Country. A passionate Board of Directors, volunteer base and staff contribute to making Bragg Creek Trails a great place 'for all, outside, in every season'.

Position Overview:

The role of an effective Trail Operations Manager (TOM) is to coordinate, monitor and manage the day to day operational functions of BCT in accordance with the governing documents of the organization including the strategic plan, operating agreements, and policy and procedures as established by the Board of Directors. Key accountabilities include oversight of all trail work projects working with volunteers, paid workers, AEP staff and contractors; managing the Maintenance Compound and Trail Centre and all equipment needs of BCT; supporting financial responsibility, transparent communication, and a culture of community in line with the strategic goals of the organization.

Job Responsibilities:

Primary:

- Manage trail work plan priority projects and schedules coordinating with leads
- Lead trail work team as a Trail Crew Leader and Grooming Operator as required
- Train, mentor and oversee volunteers on trail days and grooming days
- Monitor trail maintenance projects including grooming schedules, volunteer trail days, etc.
- Act as a triage for decisions and direction affecting field operations including directing priorities
- Prepare annual work plans in coordination with key operation staff and volunteers
- Work with AEP and other partners to ensure proper approvals for scheduled work
- Oversee Maintenance Compound and Trail Centre maintenance needs including regular inspection of buildings, safety equipment, and other needs.
- Maintain up to date operation manuals and procedures including checklists, HACR's, incident reports, etc.
- Investigate BCT incidents involving operations and ensure proper supports

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Human Resources:

- Oversee and support all operational staff and volunteers including groomers and trail leads
- Ensure compliance with all operational policy and procedure by operations staff and volunteers including but not limited to; safety, respectful workplace, compound emergency plan, radio etiquette, etc.
- Assist in recruitment, hiring, training and mentoring of staff and volunteers for operations
- Ensure proper training, licenses and certifications are met for the active operations team
- Assists ED with HR needs of BCT paid workers and volunteer

Financials:

- Assists Treasurer and ED with annual operational budget preparation
- Oversee asset management in line with asset management plan recommendations
- Prepare equipment maintenance plans and ensure equipment is operational or retired
- Research and present recommendations on asset procurement and disposal
- Prepares materials for contractor bids on BCT projects

Communications:

- Act as main point of contact internally for all operational communications
- Ensure the real time grooming tracking equipment is functioning properly
- Represent BCT operations with strategic partners and ensures alignment to agreements
- Provide activity updates to the ED and Board as required
- Act as main point of contact for Kananaskis AED Program
- Provides regular trail condition reports for kiosk, website and social media updates
- Ensures that Alberta FireNet radio license is renewed and updated annually

Organizational Support:

- Work closely with Safety Coordinator to ensure compliance with Safety Policy and Procedure
- Work with Volunteer Coordinator to schedule and staff volunteer trail days
- Coordinate training and joint trail care activities with other groups within the Kananaskis Trails Coalition
- Provide logistical support for Trail Host Program when required

Skills and Experience:

- Strong leadership skills with good verbal and written communication skills
- Experience with snow grooming x country ski trails, trail building, and maintenance an asset
- Comfortable operating equipment including chainsaws, ATV's, snow mobiles, dirt bikes, earth moving equipment such as mini-excavator, skid steer and tractor, etc.
- Mechanically inclined an asset.
- Well-developed time management, project management and organizational skills
- Valid Alberta Class 5 Driver's License with no more than 6 demerits points
- OH&S Training and First Aid Certification would be considered an asset

Working conditions include working in outdoor weather conditions in summer and winter, and can be physically demanding including heavy lifting, shoveling and sweeping. The position may require day, evening or weekend shifts depending on need and availability.

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