



Organization: Bragg Creek Trails (BCT)

Position Title: Operations Manager

Reports to: Executive Director

Term and Hours of Work: Permanent Full-Time, Various hours based on 40 hours per week.

Compensation: From \$40.00 per hour based on experience

Organization: BCT is a place where the love of trails and the outdoors can be enjoyed by all, in every season. We build and maintain a multi-user trail network for the enjoyment of all non-motorized trail users in the West Bragg Creek area of Kananaskis Country and the greater Bragg Creek Area. BCT advocates for responsible trail use, community building, volunteerism, and environmental stewardship amongst the outdoor recreation community. We believe that fostering strategic partnerships and actively engaging with trail enthusiasts compliments the organizational strengths that support BCTA's vision and goals.

Position Overview: The Operations Manager is responsible for the oversight and management of all Bragg Creek Trails Operations including the planning and execution of trail maintenance, and trail building in the West Bragg Creek Trails network located in Kananaskis country and community trails in the greater Bragg Creek area. The role involves managing operational staff and volunteers, ensuring compliance with Occupational Health and Safety standards, annual work plans, asset management of all equipment, the maintenance compound and trail centre.

This position will require strong leadership and team building skills, a background in operations and project management, mechanical ability to oversee equipment needs, experience in health and safety policy implementation, and the ability to work with a variety of partners, staff and volunteers. The Operations Manager supports financial responsibility, transparent communication, and a culture of safety and team building to achieve the strategic goals of the organization.

Job Responsibilities:

Leadership:

- Provide oversight for all operations at Bragg Creek Trails Association.
- Recruit, hire, supervise, train and mentor all volunteers and paid staff in the Operational team.
- Organise, prepare, and attend staff, Board and committee meetings including Health and Safety and Operations
- Communicate information to Operations team in a timely, transparent, and effective way.
- Communicate relevant information to the BCT Board, committee's, employees and volunteers in a timely, transparent, and effective way.

**For all, outside,
every season.**

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braggcreektrails.org**

- Communicate relevant information to external stakeholders in a timely, transparent, and effective way.
- Manage an annual budget ensuring fiscally responsible operations and sustainable volunteering.
- Ensure compliance with all organization policies including safety, human resources, and operating procedures, etc.
- Such other duties and responsibilities as may be assigned to this position by the Executive Director.

Operational:

- Prepare annual work plans in coordination with the BCT operations team, relevant BCT committees and Alberta Forestry and Parks (AFP).
- Manage all trail maintenance and capital projects with support from the Operations team and or associated committees.
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- Work with AFP and other partners to ensure proper approvals for scheduled projects.
- Source various contractors including defining scope, RFP document and completing contracts.
- Oversee Maintenance Compound and Trail Centre maintenance needs including regular inspection of buildings, safety equipment, and other needs.
- Maintain operational manuals and procedures including inspections, incident reports, Field Level Hazard Assessments (FLHA's) etc.
- Manage the effective timing and use of equipment ensuring to protect equipment assets.
- Maintain logs and records of grooming activities, incident reports, vehicle logs, equipment needs, etc.
- Work with the Volunteer Coordinator to schedule and staff volunteer trail days including corporate days.
- Coordinate training and joint trail activities with other stakeholder groups within the Kananaskis area.

Safety Compliance:

- Model a culture of the highest safety standards and safety consciousness within the team.
- Ensure we maintain our accreditation status for the Certificate of Recognition (COR) program.
- Act as safety officer for the organization and on the Health and Safety committee.
- Ensure all safety protocols, policies, and guidelines are up to date, implemented and followed.
- Promote safe trail use practices and trail etiquette among trail users.

- Investigate BCT incidents involving operations and ensure proper follow up and reporting.

Financial:

- Assist the Executive Director in the preparation of the annual operational budget.
- Manage annual budgets to ensure costs are controlled.
- Oversee equipment and machines 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 for all operational communications responding to email enquires.
- Represent BCT operations with strategic partners and ensure alignment to agreements.
- Provide activity updates to the Executive Director and Board as required.
- Act as main point of contact for Kananaskis AED Program.
- Ensures that Alberta FireNet radio license is renewed and updated annually.
- Assist in generating reports for Board of Directors, Executive Director, and external partners.
- Ensure that trail condition reports are regularly updated

Environmental Stewardship:

- Follow environmentally responsible practices, including minimizing damage to natural habitats and ensuring the proper disposal of waste and materials.

Skills and Experience:

- Strong leadership skills with good verbal and written communication skills.
- Project management experience; schedules, budgets, and reporting to completion.
- Mechanically inclined and comfortable operating equipment; ATV's, snowmobiles, dirt bikes, tractor, etc. would be an asset
- Experience in an outdoor trail environment an asset
- Valid Alberta Class 5 Driver's License with no more than 6 demerits points
- Experience in OH&S, COR and/or formal training considered an asset.

Success: The measures of success in this role include safety metrics, quality of user experience on the trail network, leveraging volunteers to support the operations, equipment out of service time, contribution to the team environment amongst the entire BCT team, and modelling and following of all safety and operational policies of BCT.