 Job Description

Position Title: Trails and Forestry Coordinator

Department: Planning

Reports To: Director of Planning

## Purpose

The County of Grey currently operates a 77 kilometre of multi-use rail trail, as well as 45 individual County Forest properties (approximately 3,400 hectares in total) with recreational and forestry uses. In addition, the County collaborates with our nine member municipalities, other trail owners, and user groups throughout Grey on trails matters. This position will coordinate the activities of the County’s trails, forests, and provide oversight of the County’s Forest Management By-law.

## Responsibilities

### Specific Responsibilities Related to the County’s Trails and Forests

* Coordinates activities for the management of the County’s trails and forests. Day-to-day operations and maintenance of the trails and forests, as well as enforcement of the County’s Forest Management By-law, are contracted out to a third-party contractor.
* Oversees third-party contractor operations with respect to day-to-day and annual maintenance of the County’s trail network, as well as the County’s forests.
* Coordinates contractors, consultants, user-groups, and occasionally students with construction, maintenance and other trails and forestry-related projects.
* Responds to inquiries and acts as a resource to the public, businesses, and trail/ forest users by providing appropriate and accurate information when requested.
* Coordinates activities with trail and forest user groups, in accordance with County policies and user agreements (e.g. charity trail rides, trail user-group signage or maintenance projects, etc.).
* Coordinates the implementation of the County’s Recreational Trails Master Plan as well as the trails-related components of the County’s Cycling and Trails Master Plan in consultation with users, stakeholders, and other County departments.
* Provides on-going coordination and consultation with local municipalities, conservation authorities, and other public or private trail owners, to support and market trail use across the County.
* Liaises with Communications, Tourism and Economic Development staff with respect to marketing, trail usage and trail improvements or closures.
* Maintains trail information and updates GIS trail mapping system with respect to trail improvements, maintenance, closures, or construction projects.
* Facilitates the implementation of the County’s Forest Management Plan, with the County’s third-party contractor.
* Researches and identifies best practices with area foresters, conservation authorities and other non governmental organizations through inquiries and meetings.
* Regularly reviews permitted uses and best practises on trails and in forests.
* Provides for a safe trail environment by understanding and then applying the highest and best standards available for trail construction and maintenance.
* Works with and recommends updates to the County’s Risk Management and Signage Guidelines.
* Coordinates improvements, maintenance, and replacement of recreation-related infrastructure such as signage, fencing, gates and trailheads.
* Coordinates with the Transportation Services department and contractors with respect to the maintenance and replacement of culvert, bridge, and parking lots.
* Researches and coordinates with the County’s Weed Inspector and contractor strategies for dealing with invasive species, noxious weeds, and sensitive environmental features along the County’s trails or in the County forests.
* Researches, coordinates, and maintains appropriate lease and user agreements, along with County Clerks staff, on the CP Rail Trail or in the County’s forests.
* Maintains records of forest tenders and revenue resulting from harvest tenders.
* Works with contractor and County Purchasing staff to prepare tenders related to trails and forests.
* Coordinates the documentation of trails and forests that are owned, controlled and operated by the County.
* Provides information from the contractor to the Manager and Director to assist with budget preparations related to trails and forests.
* Provides reports to Committee of the Whole regarding matters related to County forests, County trails and agriculture, including occasional closed session reports when necessary.
* Attends and makes presentations respecting trails or forestry matters to local Councils, Committees, trail user groups, and the public.
* Creates partnerships and coordinates volunteer efforts with trail user groups.
* Provides trails and forestry comments to the internal ‘One Window’ Planning process.
* Researches funding opportunities for the County’s trails and forests, including but not limited to grants, adopt-a-trail programs, sponsorship, sale of cardon credits, or other sources of income.
* Recommends improvements to internal policies and procedures relating to trails and the County’s forests.

### Specific Responsibilities Related to the Forest Management By-law

* Coordinates activities under contract for the management of the County’s Forest Management By-law.
* Responds to public or business inquiries related to Forest Management By-law.
* Liaises with contractor, solicitor, Manager of Planning Services and the Director of Planning regarding illegal harvest prosecutions under the Forest Management By-law.
* Reviews and makes recommendations on improvements to the County’s Forest Management By-law, based on consultation with contractors, loggers, the public, etc.
* Processes forestry harvest permits under the County’s Forest Management By-law.
* Coordinates administrative support to the County’s By-law Enforcement Officer relating to the Forest management By-law.
* Prepares annual reports on forestry activities under the By-law.

### Other Duties

* Performs other related duties as assigned by the Manager of Planning Services or the Director of Planning and Development.
* Maintains skills at a high level through courses, seminars and selected reading, to remain current with industry standards and expectations.
* Responsible, as an employee, for occupational health and safety.

## Working Conditions

Usual hours of work are thirty-five (35) per week, Monday to Friday. Overtime can be expected to deal with the demands of the position, such as evening meetings that are convened for the public and committees’ convenience, plus normal and peak periods.

There is risk to the prospects of some emotionally loaded situations that arise from trail and forestry policies/permitted uses recommendations, which must be confronted tactfully and professionally.

Occasional site visits to forest/trail sites are required. Must have a personal automobile available for travel and a valid Ontario drivers license.

## Contacts

### Internal Working Relationships

Discusses plans, priorities and receives general policy direction from Manager and Director. Works with staff in other County Departments (Transportation Services, Clerks, Communications, Information Technology, Economic Development, Tourism, Finance/Purchasing, Legal Services, etc.). Prepares and presents reports to Committee of the Whole.

### External Working Relationships

Staff from Conservation Authorities, the Niagara Escarpment Commission, local municipalities, contractors, trail users/groups, and the general public.

## Knowledge and Skill

* Degree or diploma in Engineering, Forestry, Arboriculture, Active Transportation, Geography, Environmental Studies, Urban and Regional Planning, Facility Management, Parks & Recreation or a related field.
* Three to five years progressive municipal or private experience.
* Knowledge of resource management principles/techniques related to trails and forestry.
* Working knowledge of trail design and construction techniques.
* Knowledge of risk management (trails and forestry).
* Experience in project management as well as working with contractors and consultants.
* Knowledge of local ecological systems and familiar with related legislation.
* Knowledge of municipal government procedures.
* Ability to respect confidentiality, and to communicate effectively and courteously with staff, external government agencies/authorities, elected officials, the development community, special interest or user groups and the general public.
* Good organizational, analytical, problem-solving, report writing, communication, presentation, research, and public speaking skills.
* Time management and organization skills to identify priorities and re-arrange work if required, based on issues that may arise.
* Proficiency in Microsoft Office products, particularly Word, Outlook, and PowerPoint.
* Working knowledge of Geographic Information Systems software or web applications is an asset.
* Working knowledge of Trailforks or similar online platforms is an asset.
* Working knowledge of by-law enforcement is an asset.
* Understanding of Ontario Traffic Manual (OTM) Book 18 is an asset.

## Impact of Error

Judgement errors, miscommunication and breach of confidentiality could result in unfavourable relations between staff, council, and the public. A misinterpretation of County policies or guidelines could directly impact public safety or the natural environment.

Technical errors could lead to higher legal and administration costs, including litigation costs. Liability, safety, or environmental issues could result from errors relating to County trails or forests, if proper risk management and environmental protocols are not followed.