

Project Manager (Construction Field Crew)

Description

POSITION SUMMARY:

Singletrack Trails is a growing and sustainable business focused on recreation development and access opportunities. Trails are the majority of recreation end-user targets, including recreational product usage. We provide trails for walking, mountain biking, equestrian, and trail running. We also build pump tracks, bicycle skill parks, graded ski runs, replace climbing sport route and top rope bolts and anchors and provide other recreational support services. Our services include GIS, mapping, trail design, trail construction, project management, marketing, maintenance services, infrastructure installation.

Project Managers are the in the field managers responsible for the safe implementation and construction of Singletrack Trails construction projects. This includes completing projects unparalleled in quality and timing without comprising the safety of the project, yourself, or your coworkers. Project Managers will report to project sites on time; assess expectations for the overall project, the weekly objective, and the daily tasks and fulfill those expectations, completing final work product matching design plans and supervisor instructions.

To complete the jobs successfully and on time, Project Managers are responsible for project communication of production expectations and record daily/weekly Key Performance Indicators. The communication will be 2-way. A Project Manager must be able to accurately communicate project expectations from the Singletrack Trails CEO to the Field Leads and Diggers. The Project Manager must also be able to record daily project data to be reported to the Singletrack Trails CEO and office staff. The Project Manager is responsible for ensuring that construction projects remain on track and trend to expected completion deadlines. The Project Manager will also make personnel decisions, but will not be responsible for the onboarding or dismissal of staff.

Singletrack Trails wants to provide users with a trail experience that creates a fun and soul-satisfying connection with the outdoors. Trails may range from graded walking trails, access and hiking trails, and complex mountain bike trails. Singletrack Trails believes public lands and trails are an asset for communities that increase quality of life, vibrancy, health, and other direct and secondary benefits. Singletrack Trails is involved in a number of events, conferences, and networks pursuing and supporting the greater good for the recreation industry and enjoy such employee support and compassion. We continue to look for opportunities and areas to be recreation developers and supporters.

ESSENTIAL DUTIES:

- Maintain tradition of high-quality trail work, representing Singletrack Trails.
- Report to and communicate regularly with Singletrack Trails CEO or designee.
- Handle review of plans and instructions, be prepared to ask questions for clarification or need additional understanding, and complete work accordingly without needed oversight or inefficient support.
- Communicate and record project objectives and goals to construction staff (Diggers and Field Lead), administrative staff, and clients.
- Manage employees, staff and/or independent contractors under Project Manager level to complete work and meet company expectations.
- Communicate with supervisors any details, needs, and issues with employees and/or staff under Project Manager to supervisors and coordinate as needed.
- Perform and/or supervise trail setout and construction, performing regular reviews to make sure work product matches design plans and expectations.
- Follow the latest industry developments and stay up-to-date on corporate competitors
- Follow all policies and procedures that are specific to the Singletrack Trails Employee manual.
- Ensure compliance with all laws and company policies with respect to workplace safety and work to achieve a zero-incident safety record.
- Manage schedule and maximize available time to guide guests; communicate changes and needs to supervisor.
- Maintain tools and machines in good working order at all times.
- Manual labor with hand tools and operation of mechanized equipment for trail building and other related recreation feature construction.
- Travel to locations within a known region and spend as little as 2 and up to 4 to 6 weeks living on location, with per diem housing and expenses.
- Work minimum 40 hour weeks when work is available and in season, with strong potential for overtime work to complete projects and during peak season.

This job description is an overview of the scope of responsibilities and is not intended to be an inclusive list of job tasks and expectations. With the evolution of this company and position, the responsibilities of this position may change. We seek someone who can be prepared for and wants to evolve and grow with Singletrack Trails.

IMPORTANT ATTRIBUTES AND RESPONSIBILITIES:

- Responsible for the overall experience of Singletrack Trails construction crews, including on-time meet up, friendly and knowledgeable representation to clients, excellent demeanor and creating a fun atmosphere.
- Be able to manage individuals to keep moral high and produce quality work product.
- Possess a strong understanding of our products, our competition in the industry and positioning

- Be friendly, courteous and respectful in interacting with coworkers. Ensure their safety, comfort, and enjoyment on and off the hill. Be sensitive to individual needs, while respecting personal space.
- Manage online personnel profile and respond to Human Resource inquiries in a timely manner.
- Adhere to direct and strict compliance with all safety standards.
- Protect Organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhance Organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Talking and hearing occur continuously in the process of communicating with guests, supervisors and other employees.

QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Ability to follow instruction without close supervision
- Ability to provide instruction without close supervision
- Honest, and follows established policies and procedures
- Organized and attentive to detail
- Hard working, team player
- Strong communication skills
- Able to handle and manage confidential information
- Valid driver's license and good driving record
- Able to work in variable backcountry weather conditions and environment

EDUCATION & EXPERIENCE REQUIREMENTS:

Education:

- High school diploma (or equivalent) required.
- Some college desired.

Experience:

- Minimum of 4 years' experience as a professional trail builder and experience managing people and creating work product based upon designs with staff
- Experience with hand tools and mechanized equipment for trail building and other recreational feature construction
- Or similar knowledge base

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position may be required to work evenings, weekends and holidays.

This position involves working in the outdoors under natural exposure conditions.

Office Environment: While this position will mainly require work in the outdoors, there maybe occasions where the Project Manager needs to work in the office or an office setting. Project Manager always needs to be able to use computers and electronic equipment, whether in an office or outdoors setting.

- Able to lift, carry, or otherwise move and position a minimum of 40 pounds on an occasional basis.
- Auditory and visual acuity to operate computers, phones, mobile devices, and basic office equipment on a constant basis.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily- reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mountain Environment:

- The primary physical environment in which this position works is out of doors with a high exposure level to cold and heat, snow, wind, rain, bugs, sun, high altitude, extreme heights, lightning, etc...
- The degree of strenuous activity within the job is considered to be high. Often lifting a weight of 50 pounds repeatedly throughout the day is common.
- Includes a large amount of physical activity and manual labor, including work with hand tools and mechanized equipment.
- Additional strenuous physical activity may include walking or hiking upon uneven, challenging terrain.
- Ability to work for extended periods of time in extreme environmental conditions
- Skiing, riding or hiking.
- Ability to work for extended periods of time standing, walking, kneeling, pushing and pulling on an occasional basis.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily- reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

OTHER DUTIES AS ASSIGNED:

This position description is an overview of the scope of responsibilities for the role described above. With the evolution of Singletrack Trails, the responsibilities of this position may change as may the dates associated with many of the tasks. During these times of change, this position requires the flexibility and willingness to accept new responsibilities and potentially transfer others. It will also be the responsibility of any

employee of Singletrack Trails to be a positive influence on the transformation of Singletrack Trails and its associated lines of business.

Overtime work may be available if Employee opts and wishes for it on occasion. If Employee desires this potential, Employee should check on overtime opportunities with Interviewer and then Field Lead or Project Manager.

AN EQUAL OPPORTUNITY EMPLOYER:

Singletrack Trails is an Equal Opportunity Employer and is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.

We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, gender identity, veteran status, or any other status protected by state or local law.

Singletrack Trails will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to Singletrack Trails. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

*This job description in no way states or implies that these are the only duties to be performed in this position. I understand that this document does not create an employment contract, implied or otherwise, other than an “**at will**” relationship.*