
Toronto Bruce Trail Club

Position Description

Trail Maintenance Director

OVERVIEW

From the Constitution (2004-April-03):

The Trail Maintenance Director shall be responsible for the regular care and maintenance of the Toronto Section of the Bruce Trail; shall be responsible for the development of new trails and improved routing where possible; shall be responsible for the recruitment, training and development of trail captains and workers.

The Trail Maintenance Director reports to the Club's Board of Directors.

DUTIES

Many of the duties listed below may be delegated to, or shared with, other senior volunteers, however the Trail Development Director is ultimately responsible for:

1. Organizes trail sectors within the TBTC's trail section, including
 - a. Recruits, trains, and manages Trail Captains (TC's) for each trail sector
 - b. Ensures that TC's submit their Trail Status Reports (TSR's) to the BTC at least twice a year.
 - c. Follows up with TC's on any outstanding trail maintenance issues
 - d. Maintains list of active TC's and their contact information
 - e. Provides recognition for work done by TC's
2. Documents trail development and maintenance (including re-routing, hill-benching, mowing, cutting, chain sawing, blaze painting, signage, and work on stiles, bridges, boardwalks, and side-logging) that
 - a. Has been requested and/or needs to be done, including urgency ranking/grading
 - b. Has been done, thereby providing evidence of "due diligence"
3. Recruits and manages trails and structures maintenance volunteers
 - a. Provides training via referral to the BTC's online Trail Maintenance manuals
 - b. Maintains list of active volunteers and their contact information
 - c. Provides recognition of work done by volunteers

4. Recruits chainsaw operators
 - a. ensures that chainsaw operators' safety training is up to date per BTC policy
 - b. ensures that chain sawing is not done by volunteers on properties where the land owners disallow this work
5. Organizes work parties to maintain the trails and structures, including
 - a. Work party leaders
 - b. Volunteers
 - c. Safety equipment
 - d. Tools, Equipment, Materials, Signs
 - e. Work done to the BTC standards and policies
6. Organizes work parties to build new trails and structures, and reroute of trails including
 - a. Approvals and permissions from BTC ecologists, TD&M Chair, land owners (including Conservation Authorities), Niagara Escarpment Commission, and Minister of Natural Resources and Forestry
 - b. Work party leaders
 - c. Volunteers
 - d. Safety equipment
 - e. Tools, Equipment, Materials, Signs
 - f. Documentation of trail and structure description and location, to be provided to the BTC cartographer
 - g. Work done to the BTC standards and policies
7. Arranges for the purchase of tools, equipment, and materials required for trail maintenance, and
 - a. Arranges for the maintenance of tools and equipment
 - b. Creates annual inventory report of tools, equipment, materials, and signs
8. Liaises with Club's Bookkeeper to receive and verify all invoices, cheques and trail development and maintenance related expenses
9. Follows up on all BTC Audit Report (approximately every 5 years) findings
10. Obtains a formal inspection report of the Dufferin Quarry pedestrian "Gap" bridge approximately every 5 years
11. Prepares periodic publicity reports highlighting trail development and maintenance for the TBTC's eNotes and Footnotes
12. Active member of the TBTC Board of Director, including
 - a. Prepares an annual budget (November) for trail development and maintenance
 - b. Prepares two reports to the Board, covering maintenance activity, issues, and successes
 - c. Prepares a report highlighting the activities of Trail Captains and trail maintenance volunteers, for the TBTC Annual General Meeting
13. Active member of the TBTC's Land Management Committee (LMC)

14. Active member of the BTC's Trail Development and Maintenance (TD&M) Committee, including
 - a. Prepares annual activity reports as requested by the Chair of the TD&M Committee
 - b. Part of selection team for the TD&M Tom East Award and the Gosling Award.

SKILLS and QUALIFICATIONS

- Superior interpersonal, communication, organizational, and management skills
- Experience leading and managing teams
- Access to and skilled with eMail and with electronic spreadsheets and maps
- Physically able to get to, walk, and do manual work on the trails
- Experience as a Trail Captain
- Knowledge of Bruce Trail Conservancy and Toronto Club policies and processes

TIME COMMITMENTS

Weekly

Spring, Summer, Fall:

- 2 to 4 hours a week to organize work parties
- At least one day a week for inspecting of trail and/or trail maintenance.
- 2 to 3 hours a week for communications and documentation

Winter: Occasional clearing of trees off the trail.

Monthly

2 hour TBTC Board of Directors meetings September-June, plus time to prepare/read materials

2 hour LMC meetings September-June, plus time to prepare/read materials

Annual

2 hour TBTC Annual General Meeting in April, plus preparation time

3 hour TBTC Land Owner Appreciation event/dinner

1 full day BTC Trail Development and Maintenance (TD&M) Committee meeting, plus preparation time

October 2019