



JEFFERSON COUNTY

GREENWAYS COMMISSION

TURKEY CREEK NATURE PRESERVE SITE MANAGER

Position Description: 2023

POSITION SUMMARY:

The Site Manager is responsible for the safety, security and accessibility of Turkey Creek Nature Preserve's public areas: trails, trailheads, parking, structures, and restrooms. Duties include vendor management, groundskeeping, trail and road maintenance, equipment and facility management and maintenance. The position will report directly to the Superintendent of the Jefferson County Greenways Commission.

POSITION RESPONSIBILITIES:

Grounds, Access Roads & Public Facilities

1. Responsible for developing a seasonal maintenance plan.
2. Perform administrative, coordination, planning, and supervision of technicians and land stewards to ensure regular upkeep and maintenance of Preserve grounds, entrances, trailheads, parking areas and public facilities including:
 - a. Mowing, edging, trimming, blowing, pruning trees and shrubs, watering, mulching, raking, hoeing, digging, chipping brush, weeding, deadheading, and edging.
 - b. Cleans and removes litter from grounds, parking lots, and other public areas; assess and order proper waste receptacles/containers and materials.
 - c. Repairs, sands, scrapes, paints, or stains: tables, benches, fences, kiosks, signs, doors, gates, railing, and small structures.
 - d. Maintains, cleans, services, repairs and/or replaces irrigation systems and equipment.
 - e. Maintains all Preserve-owned lots and/or right-of-ways in accordance with Municipal code.
 - f. Ensure that all access roads are clear and maintained according to Land Management Policy.
 - g. Pavilion - ensures the pavilion is maintained, stocked, and clean during operating hours; develops and follows seasonal maintenance plan.
3. Oversees and inspects the work performed by consultants and contractors; ensures that work product is compliant with contract provisions, standards, and legal and regulatory requirements
4. Assist with programs, volunteer days, related special events to include ordering materials and setting up equipment.

Visitor Relations, Enforcement, and Safety

5. Ensures gates are in working order and open in accordance with Preserve hours. Supervises Summer Gate Attendant.
6. Performs customer service functions; provides information and assistance relating to visitor parking permit and enforcement, questions about the preserve, facilities or activities.
7. Responds to routine questions/complaints; researches problems and initiates problem resolution.
8. Collects visitor counter data, creates quarterly reports of usage and trends.
9. Oversees the emergency response plans and signage in collaboration with first responders, tracks incidents



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10. Ensures all signage is properly maintained and provides appropriate information in English and Spanish.
11. Enforces preserve ordinances and rules in a tactful and courteous manner.
12. Maintains, services, repairs and/or replaces Trail Cameras, DVR camera systems, and Blink cameras. Communicates information and findings.

Trail Management

13. Regularly inspect all trails and structures (signage, trailheads) for damage and vandalism:
 - a. Reports and repairs any damage or vandalism.
 - b. Ensure trails are clear of debris and litter and safe for visiting students and the public.
 - c. Maintains all signage to Land Management and organizational standards.
 - d. Manages trail closures, ensure follow through and completion of closure.
14. Develops a plan for reducing non-official trails within the preserve and ensures closure of non-official trails.
15. Work independently and collaboratively with staff and volunteers of all backgrounds and skill levels to perform year-round trail maintenance and repair.

Equipment Management

16. Maintain all tools, vehicles, and equipment owned or leased by the Jefferson County Greenways Commission.
 - a. Follows federal procurement guidelines for all equipment purchases and work orders.
 - b. Develop a maintenance plan for Tools and Vehicles.
 - c. Organization and upkeep of all tools, equipment, work areas, and storage.
 - d. Washes and cleans storage area, vehicle, and maintenance equipment.
17. Purchase appropriate tools and supplies; provides written estimates for projects that include amount of materials, projected costs, and completion time.

Conservation Land Management Support as needed

18. Habitat management; invasive species control using multiple techniques, tree planting and other restoration activities, assisting with scientific research and other land stewardship tasks, as needed and appropriate.
19. Ensures all resource management and stewardship of the property activity is achieved in accordance with management partners and regulatory agencies, including Forever Wild Land Trust, Alabama State Lands Division, Alabama Department of Natural Resources, Coalition Conservation Staff, and U.S. Fish and Wildlife Service.

Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. The Jefferson County Greenways Commission will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.



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Skills and Qualifications:

1. Ability to work collaboratively with a variety of stakeholders that are involved in the operations, including but not limited to: the City of Pinson, Alabama State Lands, Ruffner Mountain Nature Coalition, and the Friends of Turkey Creek.
2. Ability to work a flexible schedule, including being *on-call*.
3. Fluency in Spanish preferred.
4. Ability to conduct physically strenuous field work in rugged terrain.
5. Working knowledge of GPS/Geographical Information System Mapping (GIS)
6. General principles of construction, plumbing, electrical, masonry, and painting work; operation and maintenance of common types of light to heavy equipment used in construction and landscaping.
7. Skill to: fabricate and weld metal; use and manipulate small hand tools such as screwdrivers and hammers as well as larger tools such as shovels, trowels, rakes; construct, maintain, and repair various types of structures.
8. Attention to detail and ability to accurately track and report on project metrics, activities, and accomplishments.
9. Proficient with Google suite and data entry. Experience with office equipment, printers, computers
10. CPR/AED/First Aid certification or the willingness to acquire within 30 days of hire.
11. Knowledge of flora and fauna of Alabama
12. Leave-No-Trace certification or willingness to acquire within 30 days of hire.
13. Pesticide/Herbicide Applicator Permit or the willingness to acquire within 30 days of hire.
14. Valid driver's license and ability to be insured
15. A genuine passion for environmental education and land conservation.

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- Full-time position: 40 hours/week (weekend coverage is required)
 - Salary Range: \$55,000 to \$60,000
 - Paid Holidays, Paid Time Off - starting at 18 days a year
 - Applicants subject to a Background Check, Driving Record Check and Drug Screening
 - Health/Dental Coverage through the State Employees Insurance Board
 - Retirement benefits through Retirement Systems of Alabama - Employer contribution of 14.44%
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TO APPLY: Email resume and cover letter to info@jeffcogreenways.org.

DISCLAIMER

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position, working hours and designate other functions as essential at any point in time. This job description is not an employment agreement or contract.