



## Trails and Natural Lands Operations Manager – Public Lands

Apply

📍 Public Lands Administration

📅 Full time

🕒 Posted Yesterday

📄 JR5849

**Position Title:**

Trails and Natural Lands Operations Manager – Public Lands

**Job Description:**

The Salt Lake City Public Lands Department is looking for an Operations Manager to join its team. This position will be responsible for managing the day-to-day operations of the field workgroups within the Trails and Natural Lands (TNL) Division, a division within the Public Lands Department. The TNL Division is responsible for managing, maintaining, and restoring the City’s natural areas, nature parks, and natural-surface trails.

The TNL Operations Manager works with the TNL Supervisor, Restoration Ecologist, and team members to create property assignments, management plans and safety protocols for each property and project; assesses and implements operational processes and systems for efficiencies; and prioritizes and schedules maintenance tasks. The Operations Manager is responsible for fulfilling the division's various responsibilities – natural lands maintenance and restoration, trail repair, native plant propagation, restoration plantings, weed control, irrigation maintenance, signage and fencing maintenance, etc. - with full-time, part-time, and/or seasonal staff; contracted professional services or conservation corps; or through community volunteers. Additionally, this position will support the TNL Supervisor with all human resource functions (recruiting, hiring, supervising, training, evaluation) for the team members.

The TNL Operations Manager also works with the TNL Director and Planning & Design Division team on planning, design, and implementation of the Salt Lake City Foothills Trail System, the Emerald Ribbon Action Plan, the Native Plant Program, and publicly funded CIP projects.

The ideal candidate will have graduated from accredited college or university with a bachelor's degree in Natural Resource Management, Environmental Sciences, Landscape Architecture, Urban Planning, Recreation Management, Construction Management or a related field and have five years of related work experience and three years of proven leadership and supervisor experience. Education and work experience may be substituted for each other when applicable.

**About the Team:**

The Trails & Natural Lands team consists of the leadership team of the Division Director, Natural Lands Supervisor, & Restoration Ecologist; 7 full-time and 8 part-time Natural Resource Technicians (NRT's) with specialties in trail maintenance, restoration ecology, plant propagation, irrigation, weed mitigation, volunteer management, property management, or bike parks; a part-time GIS analyst; and a seasonal crew that runs May to October. TNL is one of Salt Lake City's Public Lands Department's divisions which also includes Parks, Urban Forestry, Golf, Planning & Design, and the Park Ranger program.

**Work Schedule:**

This position typically works Monday – Thursday from 7:00 a.m. – 5:30 p.m.

**Position Salary Range:**

E31 - \$75,854/yr. - \$103,579/yr.

**This position is eligible for full city benefits, including:**

- Health Insurance (95% of premium paid by city)
- Dental, Vision and Life Insurance
- Paid vacation and personal leave
- 6-12 weeks of paid parental leave available

- Retirement contributions toward a pension plan and/or 401(k)
- A robust Employee Assistance Plan (EAP)
- Up to \$4,000 tuition reimbursement annually
- Discounted supplemental benefits like pet insurance and legal services

#### **TYPICAL DUTIES:**

Learn more about our benefits here: <https://www.slc.gov/hr/benefits-and-wellness/>.

**IMPORTANT:** Early application submittal is encouraged. **This position will be open until it is filled and may close at any time without notice.**

#### **Key Responsibilities:**

- Manages the day-to-day operations of the Trails & Natural Lands Division workgroups ensuring efficient management of activities within their assigned areas.
- Supervises the Natural Lands Supervisor and Restoration Ecologist who manage hiring of staff, training, evaluation, and other necessary personnel functions.
- With supervisors, prepares and oversees the division's operational budget, evaluating personnel and equipment needs, the use of vendors and subcontracted labor, and preparing for unexpected maintenance needs.
- Works with the TNL Director, the Public Lands Planning & Design Division staff, and other City departments in the planning of new and improved properties to ensure best practices in natural resource management are advised.
- Partners with other Public Lands team leaders in the creation and evolution of policies and procedures to build a positive and productive work culture while efficiently maintaining the TNL property inventory
- With Supervisor, provides administrative direction to workgroups and management of activities in their assigned areas. Supervises and evaluates the work of subordinate personnel for compliance with standard operating procedures and division objectives. Resolves work procedure problems and questions presented by subordinate level employees.
- Communicates with the general public, other City employees, City process improvement teams, vendors, management, contractors, public officials, architects, engineers, and other development related personnel to explain the applicable City regulations and policies.
- Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Participates in project planning with appropriate City departments, agencies, and jurisdictions.
- Identifies process delays and demonstrates continuous effort to improve operations and decrease turnaround times; analyzes and reports operational outcomes and processes.
- Directs and coordinates the activities of assigned work group or groups within the Division responsible for the completion of large projects. Oversight responsibility may include field inspections and coordination with other City departments.

- Develops and maintains a current knowledge of the policies, procedures, and standards of the assigned area. Directs, oversees and participates in the development of a workgroup plan, assigning work activities and projects, monitoring workflow, and reviewing and evaluating work products.
- Performs other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a bachelor's degree in Architecture, Engineering, Urban Planning, Construction Management, Public or Business Administration or a related field. Education and work experience may be substituted one for the other on a year-for-year basis.
- Five years' related work experience.
- Three years of proven leadership and supervisor experience.
- Demonstrated ability to coordinate the work of others, communicate effectively both orally and in writing, provide guidance and direction to both internal and external program participants.
- Demonstrated ability to perform budgetary analysis.
- Possession of a valid state driver's license or driving privilege card.

**WORKING CONDITIONS:**

- Comfortable working conditions, handling light weight, intermittent sitting, standing and walking.
- Considerable exposure to stressful situations.
- Non-traditional working hours which may include evenings and weekends.
- Operates a motor vehicle requiring a standard Utah Driver's License to visit development or construction sites. Operates a variety of standard office equipment including a personal computer, copier, fax machine, telephone, calculator and based on job assignment may require the performance of other essential and marginal functions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**POSITION TYPE**

Full-Time

**DEPARTMENT**

Public Lands

**Full Time/Part Time:**

Full time

**Scheduled Hours:**

40