

WinMan Trails Property Manager

WinMan Trails

JOB OVERVIEW

WinMan Trails is seeking a Property Manager who is responsible for maintaining all trails and designing and building agreed upon new trails that comprise the WinMan Trails system.

Responsibilities also include maintenance of grounds and facilities, including parking areas, as well as operating and maintaining trail related equipment. The Property Manager will collaborate with the Director of Operations on matters related to programs, budgets, special events, public relations, and on other matters as deemed necessary and appropriate. This position is full-time and reports to the WinMan Trails Director of Operations.

GENERAL RESPONSIBILITIES

- Develop a trail maintenance program that ensures appealing and safe trail conditions for users, to include removal of weather-related debris as soon as possible, clearing other debris and rocks on a regular basis, and removing/mowing growing brush and other vegetation as necessary
- Coordinating user data to design and build newly agreed upon trails
- Create and maintain signage that allows all users and ability levels to easily navigate the WinMan Trails system
- Groom ski, snowshoe and fat tire bike trails on an as needed basis with a focus on creating excellent conditions during peak usage periods.
- Keep users apprised of current trail conditions and grooming reports by posting on appropriate platforms
- Responsible for developing and overseeing the rental program including financial data, filling reservations, ordering, maintaining equipment and working closely with and fitting renters
- Train and manage volunteers and part-time staff to ensure proper implementation of trail maintenance procedures and completion of trail projects
- Primary responsibility for keeping chalet in clean and operational order for all guests.
- Perform all routine and otherwise necessary maintenance on equipment; schedule and have performed those warranty and maintenance services requiring technical expertise of dealership.

- Monitor trail building contractors to assure projects are completed on time and in accordance with contract specifications. Provide assistance to contractors as necessary.
- Perform other tasks consistent with this job description as necessary or appropriate

COLLABORATION AND PERSONAL DEVELOPMENT

- Partner with, and otherwise assist Director of Operations in developing, maintaining, and enhancing relationships with members, donors (including major and prospective), foundations, corporations, government agencies, organizational partners and local leaders to establish and maintain support for WinMan
- Partner with, and otherwise assist Director of Operations to represent the programs and mission of WinMan to agencies, organizations, and the general public with enthusiasm and professionalism
- Assist Director of Operations in developing annual operating budgets, capital budgets, special project budgets, and Requests for Proposals for new projects.
- Create and execute a plan for personal development with the purpose of staying inspired, bringing fresh ideas to WinMan and to keep us a leader in silent sports in our area

QUALIFICATIONS

- Associate degree in the related field consistent with job requirements or a minimum of 3 years experience in tasks/activities involved in this job
- Transparent and high integrity leadership
- Management experience desirable but not necessary.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Experience with GIS and other mapping software desirable
- Experience using Paypal
- Extensive knowledge, passion and enjoyment of trail use, such as mountain biking, cross-country skiing, snowshoeing, hiking, trail running and other silent sports activities
- Experience with managing private consulting/contracting firm and personnel desirable but not necessary

- Experience working with land management agencies and other government entities desirable but not necessary
- Strong written and oral communication skills
- Enjoy working in the outdoors
- Ability to interface and engage diverse volunteer and donor groups
- Ability to operate and maintain machinery including a mini excavator, skid steer, gator, chainsaw and bikes
- Certified in the use of a chainsaw
- Demonstrate the ability to motivate, oversee and collaborate with staff and volunteers
- An ability to deliver excellent customer service and experiences
- Access to a vehicle to tow 5000 lb trailer; experience in navigating with a trailer
- Experience with the planning, design, construction, maintenance, and management of sustainable woodland trail systems

PHYSICAL REQUIREMENTS

- Ability to walk on uneven, rough and steep terrain, handle and manipulate objects, tools, or control and operate mechanical equipment
- Ability to stand and sit, climb, balance, stoop, kneel, crouch, crawl and navigate stairs
- Ability to carry items weighing up to 100 pounds
- Ability to withstand conditions including extreme cold, extreme heat, and humidity, direct sunlight, dust, pollen, as well as wet and slippery conditions
- Ability to walk between 1 to 3 miles to get to work sites