



SCMTS Job Description

Trails Construction Project Manager

About SCMTS

Santa Cruz Mountains Trails Stewardship (SCMTS) is a nonprofit trail stewardship organization dedicated to trail building, responsible land management, and education. We work to support, preserve, and expand sustainable trail access throughout the Santa Cruz Mountains area. We're trail builders, resource management experts, and outdoor enthusiasts who are driven to provide legal, equitable, and sustainable trails for all users. The organization offers a generous four-day workweek, supporting work-life balance while maintaining high-impact results.

Position Summary

The Trail Construction Project Manager is responsible for leading the construction phase of SCMTS trail projects, following handoff from the Trails Planner or Trails Planning Director. This role ensures that all projects are delivered on time, on budget, and to SCMTS' quality standards, while maintaining strong communication with clients, partners, and internal teams.

This role oversees all aspects of trail construction, including scheduling, mobilization, permitting, subcontractor coordination, and field crew management. They work closely with the Superintendent and trail personnel to manage project resources, track progress and resolve issues in the field. Additionally, this role collaborates with the internal community engagement team to coordinate crew and ensure volunteer events needs are met.

The Trail Construction Project Manager reports to the Executive Director and manages the Superintendent and is expected to be on a hybrid arrangement including, at least, Monday and Wednesday in the office in Santa Cruz. Travel to various job sites in Santa Cruz and surrounding counties is expected.

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Responsibilities

Project Management (Construction Phase) (55%)

- Serve as the project owner for trail construction projects following handoff from the Trails Planner or Trails Planning Director, ensuring SCMTS quality standards are met
- Coordinate project mobilization activities, including scheduling, deliveries, equipment, and required surveys/inspections alongside the Superintendent
- Develop, maintain, and actively manage detailed construction schedules, tracking critical path items and coordinating with staff and partners
- Maintain close communication and regular updates of project status to the Planner/Planning Director, clients and partners regarding progress, budget, any anticipated changes and client desires
- Lead construction-phase RFIs, change orders, project submittals in coordination with Superintendent; lead post-construction walkthroughs and punch list completion
- Lead team through the post-project review process and documentation; provide input related to on site project implementation during project post-mortem review
- Work with internal community engagement team to support volunteer events by scheduling and coordinating trail personnel, balancing resources for fee-for-service projects

Personnel Management (20%)

- Oversight of implementation staff to ensure work quality and project specifications are being met, daily project reporting is completed, and environmental practices are being followed
- Educate Superintendent and crew leads to increase project management capabilities and ability to scale to backfill administrative redundancies
- Support implementation of Trail Crew Professional Development Pathway in collaboration with Operations Team
- Review approved timecards and ensure accurate job labor cost code and trade coding
- Support Superintendent in oversight of crew to ensure operational compliance, ensuring all members complete mandatory trainings, performance reviews, organizational events, and other non-field tasks.

Contract Administration (15%)

- Summarize and communicate project contractual/permit/environmental requirements to the Superintendent
- Ensure reporting and documentation requirements for grant-funded and public projects are fulfilled
- Obtain and file certificates of insurance for SCMTS and subcontractors/consultants
- Maintain organized project folders in Google Drive
- Manage subcontractor administration including obtaining quotes, developing scope of work and schedule, developing contracts, obtaining insurance certificates
- Ensure public works project compliance (prevailing wage and apprenticeship requirements)

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Financial Management (10%)

- Work with Trails Planner to develop initial cost estimates
- Prepare and review invoices for fee-for-service or grant-funded projects
- Maintain project budgets for revenue/expense forecasting
- Develop and maintain estimates vs. actual reports throughout the construction lifecycle
- Review expense reports and ensure accurate coding
- Provide input related to project financial and administrative performance during project post-mortem review

Qualifications

Required

- 3+ years of professional experience in trail construction, project management, parks or recreation operations, natural resource management, or a closely related field
- Demonstrated experience managing construction projects, including staff, contractors, and subcontractors, with accountability for schedule, budget, and quality
- Experience supervising field crews and developing staff capacity, including training or mentoring
- Proven ability to coordinate and communicate effectively with public agencies, land managers, partners, and internal teams
- Strong project management, organizational, and time-management skills, with the ability to manage multiple projects concurrently
- Excellent written and verbal communication skills, particularly for proposals, reports, and partner communications
- Proven ability to build trust-based relationships and navigate complex, multi-stakeholder environments
- Comfort working independently with a high degree of initiative and judgment
- Proficiency with common workplace tools (Google Workspace, project management platforms, spreadsheets)

Additional Desired Skills

- Experience with trail systems, outdoor recreation, or active transportation planning
- Knowledge of construction-phase permitting, environmental compliance, or regulatory frameworks relevant to public lands
- Familiarity with grant-funded or public works projects, including reporting and documentation requirements
- Experience managing subcontractors, vendors, or consultants
- Ability to coordinate volunteer or community-based projects, including balancing nonprofit and fee-for-service priorities

Physical Requirements

This job requires prolonged sitting and use of a computer and mouse. It may require participation in field trips on uneven trails with variable grades. The job also requires the ability to attend meetings and conduct site visits. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Additional Information

- Work location is at the SCMTS office in Santa Cruz, California, or remote, depending on circumstances
- Work time is generally Monday through Thursday from 9:00 a.m. to 5:00 p.m. Flexible schedules are possible

Status, Compensation, and Benefits

This is an exempt full-time staff position with a salary range of \$85K – \$100K per annum depending on experience. The probationary period is 6 months. For full-time positions, SCMTS provides:

- A generous 4-day week working pattern running from Monday to Thursday for full-time employees (32 hours/week)
- A comprehensive benefits package paying 100% of employee premiums for health, dental, and vision insurance with competitive family coverage options
- A 401K retirement plan and matches for each dollar contributed up to 3.5% of employees' salary per year
- Annual paid leave benefits include 7 holidays, 5 sick days, 12 vacation days, and week of Christmas off

Equal Opportunity Policy

The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable. We particularly encourage applicants from minority and underrepresented groups.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its stakeholders, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

To Apply

Submit a cover letter and resume jobs@santacruztrails.org and quote the job title in the subject line. Please include any pertinent information, including professional and personal experience, that is relevant to the position. The position is open for applications until filled.