

## IMBA Trail Solutions

Staff Planner, 1-4 years of experience

### Job Posting

We are currently hiring a full-time, remote based, Staff Planner to join IMBA's Trail Solutions team. Staff Planners are entry level members of our planning and design team that work with IMBA Trail Solutions Senior Planners, Associate Planners, and IMBA Trail Solutions Directors supporting the development of trail feasibility studies and concept plans, design development deliverables, construction documents, and support tasks related to project implementation and community outreach. This position is fully remote with the potential to travel 50% or more of the time.

### Desired Professional and Educational Background:

- One (1) to four (4) years of professional planning and design experience, preferably related to trail-based recreation projects and site design
- Preferred: Bachelor's Degree from an accredited college or university in an appropriate field of Landscape Architecture, Civil Engineering, Natural Resource Management, or similar.
- Minimum: A technical college certificate in GIS. CAD certification is favorable too.

### Overall Job Duties/Responsibilities:

- Project mapping data acquisition (GIS, CAD, and GPS based), creation, and management
- Base map creation utilizing GIS (ArcPro) and/or CAD
- Map graphic creating utilizing Adobe (Photoshop, Illustrator, InDesign)
- Support the creation of trail network and bike park concept and design development plans
- Production of concept plans, design development, and construction documents
- Maintain flexibility and adaptability with many personality types
- Attend required company and departmental meetings
- Other duties as assigned

### Communication and Professionalism Competencies:

- Innovative in critical thinking and problem solving with an attention to detail throughout all work aspects
- Client/Customer Service oriented with demonstrating concern for meeting internal and external customers' needs
- Strong time management and organizational experience
- Able to work in an open and collaborative team environment
- The ability to convey thoughts and express ideas effectively using speech in internal and external settings and in writing, using correct and appropriate grammar, organization and structure

### Technical Competencies:

- Have extensive experience with ArcGIS Pro, ideally has experience with creating Story Maps
  - Strong experience managing, organizing, and sharing large geodatabases
  - Strong experience acquiring geospatial data from USGS, SSURGO, and state/county/city GIS sites
  - Strong understanding of terrain visualization and representation in ArcGIS Pro
  - Strong ability to create and edit vector datasets (shapefiles and feature classes) in ArcGIS Pro, including manipulating attribute tables, symbolizing data classes, labeling features, and performing field calculations

- Strong ability to produce polished maps for reports, field work, and final deliverables
- Preferred ability to perform analysis on geospatial datasets including digital elevation models, hydrology datasets, multispectral imagery
- Preferred experience with ArcGIS Pro Model Builder
- Preferred proficiency in Python, Excel VBA, or other programming languages
- Competent in use of Adobe Creative Cloud software, specifically InDesign, Illustrator, and Photoshop
- Understanding of graphic design principles with ability to implement in projects to display information in a clear and effective manner
  - Understands effective placement of text and images within a sheet layout and map graphic product
  - Uses principles and elements of design when developing mapping deliverables
  - Utilizes scales with accuracy
- Preference to have skills in AutoCAD and development/management of CAD sheet sets
- Demonstrated ability to operate in a deliverable production-based environment meeting deadlines and quality expectations
- Displays motivation to complete tasks
- Understands influence of one's own work on others' tasks

Theory Understanding:

- A foundational understanding of Trail System Planning theory, and other theories related to the effective development of sustainable trails.
- Understands the jargon of trail development
- Communicates viewpoints supported by theory
- Seeks out continued education
- Knowledge of and implementation of best practices for sustainable trails

Field Proficiency: Serves as an asset when in the field with ability to ground truth previous data and gather additional accurate and useful data.

- Ability to interpret landscapes
- Acknowledges discrepancies between data and ground realities
- Gather and organize accurate and useful data
- Supports decision making by providing recommendations with solid reasoning
- Ability to assess and report on existing trail conditions and newly constructed trails
- Responsible for one's own well-being when in the field, plan food and water needs accordingly
- Physical capability to transport necessary equipment through various terrain and climatic conditions
- Knowledge of safety measures and backcountry protocol

Requirements:

- Strong skills in GIS (ArcGIS Pro) and Adobe InDesign-Illustrator-Photoshop. CAD experience is also preferred
- Experience and familiarity with creating and producing planning, design, and construction documents
- Experience with GPS tools, data collection, and data post processing
- Proficient in MS Office Suite

- Mountain Biking and Travel Experience
- Potential to travel 50% or more of the time

#### Benefits

IMBA is the leading nonprofit organization for mountain biking advocacy and trails. A full-time opportunity here affords you a rewarding career with growth opportunities, remote work environment, travel and a full benefits package (generous PTO, health, dental, vision, 401(k)).

Annual salary range for this role is \$55,000-72,500 based on directly relevant experience.