



**Posting Date: January 31, 2025**

**Position: Woonasquatucket River Greenway Operations Manager**

The Woonasquatucket River Watershed Council (WRWC) is a non-profit organization seeking an individual who will manage field operations for the Woonasquatucket River Greenway and its green infrastructure.

The Woonasquatucket River Greenway is a 7-mile multi-use trail that follows the Woonasquatucket River on- and off-road from Providence to Johnston. The Greenway comprises the Woonasquatucket River, several urban parks, and green infrastructure such as bioretention basins and stormwater tree systems.

The River Rangers are the dedicated heartbeat that work to preserve, improve, and expand the Greenway. The River Rangers collaborate with local Parks, Public Works, and Police Departments and numerous project partners, community groups and residents.

### **General**

- Responsible for the day-to-day operation and maintenance of the Greenway and its green infrastructure (bike trail, vegetation, pocket parks, stormwater basins, etc.)
- Leads, directs, and oversees field crews comprising Field Supervisors and River Rangers
- Reports to the Director of Projects
- Direct reports include three Field Supervisors
- Works independently with general guidance from Director of Projects to meet the objectives and priorities of the Greenway
- Position is a combination of both in-office work and fieldwork

### **Key Responsibilities**

- Implements Greenway and stormwater management plans; updates these plans as necessary
- Identifies seasonal staffing needs, and works with Field Supervisors to interview and hire team
- Implements new hire orientation, safety, and training program; updates program as necessary
- Prioritizes, delegates, and inspects fieldwork to meet necessary timelines and objectives; ensures fieldwork meets quality standards
- Develops and monitors annual budgets for materials, equipment, and staffing; conducts purchasing in accordance with federal and State regulations
- Responsible for enforcing truck, tool, and equipment maintenance protocols
- Ensures timesheets and expense reports are billed correctly; compiles monthly reports
- Responsible for performance related matters, such as annual reviews
- Supports Executive Director & Director of Projects in long-term sustainability planning of the Greenway and River Ranger program
- Responsible for maintaining, managing, and updating asset management software
- Identifies necessary capital improvement projects and works with projects team as needed; supports other WRWC teams for implementing special projects
- Coordinates with other WRWC teams to activate the Greenway, including planning & hosting volunteer events



## Minimum Qualifications

- Associate's degree preferred
- Two years of experience running and managing a program in the landscaping profession
- Four years of professional landscaping experience and thorough knowledge of horticultural care practices and turf management, materials, tools, and equipment
- Strong leadership skills including effective communication, motivation, and performance feedback
- Experience managing crews with specialized skill sets ranging from invasive plant management; horticultural care practices; stormwater green infrastructure maintenance; light construction and painting; tool repair; etc.
- Proven ability to interact with members of the community representing diverse ages, backgrounds, and interests
- Have a valid driver's license, good driving record, and reliable transportation
- Proficiency with Microsoft Office programs, including Word and Excel
- Working knowledge of GIS-based asset management software preferred; must learn within first year
- Experience towing a trailer preferred; must learn within first year
- Bilingual or Multilingual preferred; Spanish language fluency a plus
- If hired applicant will be required to get a background check

## Employment Terms & Timeline

- 40-hour, five-day work week that occasionally includes weekends
- Annual salary: \$55,000 to \$65,000 depending on skills and experience
- Full-time employees receive paid time-off (vacation, sick days, and organization holidays) and may participate in medical, dental, and a retirement plans with a company contribution

## How to Apply



Please submit one PDF document that includes a cover letter and resume to [info@wrwc.org](mailto:info@wrwc.org) with "Greenway Operations Manager Application" in the subject line.

Applications will be accepted and reviewed on a rolling basis.

## About the Woonasquatucket River Watershed Council

The mission of the Woonasquatucket River Watershed Council (WRWC) is to create positive environmental, social, and economic change by revitalizing the Woonasquatucket River, its Greenway and its communities.

WRWC is an equal opportunity employer. We do not discriminate against employees based on race, color, religion, sex, national origin, age, disability, or genetic information.