

## **PROJECT AREA MANAGER**

### **SUMMARY JOB DESCRIPTION**

The Area Manager position oversees WESTrek Service's large operations. This position is generally the main contact for the Permit with the administering agency. The position most often requires prior WESTrek Services management experience, a thorough understanding of WESTrek Services procedures (both local and corporate), a knowledge of general bookkeeping principles, purchasing, human resources, governmental policies & procedures, public relations, writing and communications skills, emergency procedures, operations background, compliance and rules enforcement (including federal, state and local laws) experience, and other related skills. Computer proficiency is highly preferred. The Area Manager will work directly with the "Special Use Permit" Administrator from the USFS (or equivalent), and report directly to the WESTrek Services Regional or Corporate Managers.

### **PRINCIPAL RESPONSIBILITIES**

The Area Manager keeps the corporate officers informed of operational and logistical needs within their assigned area of responsibility, and acts as a liaison between the US Forest Service and WESTrek Services Corporate Office. The Area Manager provides necessary training to management personnel, supervisory staff, and other assigned personnel within their area of responsibility. The Area Manager regularly visits all areas within their geographical area of responsibility, as well as regularly meeting with our partnering government agency representatives. The Area Manager will address any visitor complaints or incidents that may occur, and take whatever necessary actions possible to resolve such situations. The Area Manager will keep WESTrek Services corporate staff informed of any significant problems or issues within area and will perform other related duties as may be assigned by corporate officers.

### **WORKING CONDITIONS**

The Area Manager must be familiar with all WESTrek Services and partnering agency policies and guidelines. WESTrek Services will provide a company vehicle or reimburse for transportation as needed. The Area Manager is responsible for providing personal living quarters (living quarters or RV hook-ups may be available in certain WESTrek Services areas). WESTrek Services will provide a campsite with utility hook-ups where available and propane. The Area Manager is expected to be on duty during weekends, holidays, and peak periods of visitation. A compensation package for this position is negotiated on an individual basis.