

**WORKSHOP FOREMAN  
POSITION DESCRIPTION**

**Reports to:** Training & Equipment Manager (Summer), Field Manager (Summer, Fall, and Winter)

**Summer Contract dates:** May 15 (slightly flexible) – August 21 (slightly flexible)

**Fall Contract Dates:** Early September – Mid November

**Winter Contract Dates:** Early January – Late April

**POSITION CONCEPT**

The Workshop Foreman performs technical maintenance and repair tasks on chainsaws and a wide variety of hand digging and woodcutting tools to support the operations of the Conservation Department. Under the direction of the Training & Equipment or Field Manager, the Workshop Foreman provides technical assistance for conservation staff on the standards of use and care of the department's tools and equipment.

**PHILMONT REQUIREMENTS**

- Be over 18 years of age.
- Be prepared for strenuous workdays, in remote locations, which include hiking and working on rough terrain, in all weather conditions, for 9-12 hours.
- Be prepared to spend up to 5 consecutive nights in undeveloped backcountry campsites.
- Meet the BSA height/weight requirements for high-adventure activities.
- Provide a completed Annual Health and Medical Record upon arrival at Philmont.
- Exemplify the rules, regulations, policies, and procedures described in the Philmont Staff Guidebook and presented during staff training.
- Maintain a clean and approachable look, adhering to the standards for personal appearance described in the Philmont Staff Guidebook.
- Maintain a friendly, helpful, and respectful attitude while providing extraordinary customer service to Philmont's participants, visitors, and employees.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.

**DESIRED EXPERIENCE**

The Workshop Foreman has generally worked at least one year in the Conservation Department. Although they receive comprehensive job training upon arrival at Philmont, a high degree of mechanical proficiency and experience working with common hand tools and chainsaws or other small engines is preferred.

**DUTIES & RESPONSIBILITIES**

- Be an active participant during Conservation Department training. Remain engaged, ask questions, and volunteer to help as needed.

- Be constantly alert to the welfare and safety of scouts, advisors, coworkers, and anyone else in the vicinity of your work site. Demonstrate good situational awareness.
- Under the guidance of the Training & Equipment Manager, repair tools and equipment as assigned and ensure that resources are available to other staff to help them successfully carry out their job.
- Become an expert in safe and proper use of provided hand and power tools.
- Learn the science and engineering principles underlying your work, and communicate them to others clearly.
- Keep a clean and organized workspace.
- Know and use appropriate safety measures, including the use of personal protective equipment and safe working practices.
- Enthusiastically carry out the mission of Philmont Scout Ranch by completing other duties as assigned by any member of the Conservation Leadership or other Philmont Managers.

### **TRAINING OPPORTUNITIES**

The Workshop Foreman will receive eight days of Conservation Department Training plus additional on-the-job training. Opportunities may arise throughout the summer for on-the-job training in chainsaw operation or other advanced skills.

### **ADDITIONAL INFORMATION**

Philmont Scout Ranch: <http://philmontscoutranch.org/philmont.aspx>

Seasonal Employment Opportunities: <http://www.philmontscoutranch.org/Jobs.aspx>

Individual Treks: <http://www.philmontscoutranch.org/Camping/IndividualPrograms.aspx>

Conservation: <http://www.philmontscoutranch.org/Resources/Conservation.aspx>

For questions about this position and other conservation job opportunities, contact:

Lee Hughes

Director of Conservation

Philmont Scout Ranch

Lee.Hughes@scouting.org

(575) 376-2281 x1249