PHILMONT SCOUT RANCH

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

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