



Park Operations Director Job Announcement

Reports to:	Chief of Park Operations
Manages:	Restoration Team (2) and Grounds Team (3)
Classification:	Full-time, exempt
Hiring range:	\$90,000–\$95,000, depending on relevant experience
Schedule:	Generally 40 hours per week, with flexibility and occasional evening and weekend work
Work location:	Hybrid office and field
Benefits:	Health Insurance (100% coverage for employee's medical, dental, vision, life insurance, 401(k) eligibility + up to 2% match with vesting period
Paid leave:	120 hours of paid time off, 11 paid holidays, and TTC's annual office closure between December 25 and New Year's Day

About The Trail Conservancy

The Trail Conservancy's mission is to protect, enhance, and connect the Ann and Roy Butler Hike and Bike Trail at Lady Bird Lake for the benefit of all.

In partnership with the City of Austin and the community, TTC cares for one of Austin's most used and beloved public spaces. Our work includes ecological restoration, capital improvements, operations and maintenance, community programs, public events, and long-term stewardship of the Trail.

The Opportunity

The Trail Conservancy is entering an important period of growth, guided by an ambitious 2026–2031 strategic plan. The Park Operations Director (POD) will help translate that vision into the systems, standards, and stewardship practices that keep the Trail safe, welcoming, and resilient.

Reporting to the Chief of Park Operations (CPO) and serving on TTC's Leadership Team, the POD leads day-to-day park operations across 300 acres, including staff management, work planning, operational systems, and implementation of the Park Operations and Maintenance Agreement (POMA). While the CPO establishes departmental strategy, external relationships, and long-range direction, the POD translates that vision into actionable operating plans, staffing models, and high-quality execution. This is a hands-on leadership role for someone who enjoys developing teams, improving processes, solving complex operational challenges, and collaborating across the organization and with public partners.

Key Responsibilities

People & Team Leadership

- Lead and develop high-performing Restoration and Grounds teams through effective hiring, onboarding, goal setting, coaching, performance management, and workforce planning.
- Establish clear expectations, roles, and accountability for staff while fostering a culture grounded in collaboration, safety, respect, continuous learning, and high-quality work.
- Translate maintenance standards and seasonal priorities into efficient work plans, schedules, and staffing assignments.
- Identify training, cross-training, and professional development needs that strengthen individual performance and build long-term team capacity.

Park Operations Strategy and Stewardship

- Direct day-to-day operations across approximately 300 acres of parkland, ensuring high performance and safety standards and for landscape management, ecological restoration, and field operations.
- Oversee field operations related to horticulture, forestry, irrigation, ecological restoration, park infrastructure, and related technical services.
- Proactively assess landscapes, infrastructure, facilities, restoration, and maintenance needs with staff, designers, consultants, contractors, and partners to develop and implement solutions.
- Procure, coordinate, and evaluate vendors and contractors to ensure quality, safety, schedule, and contractual performance.
- Routinely partner with the City of Austin Parks and Recreation Department (APR) operations on restroom care, tree care, irrigation, trash management, and other operations as appropriate.

Operational Systems, Asset Management, & Safety

- Use GIS, work order systems, and operational data to track efforts, prioritize work, and execute park programs in accordance with the Park Operations and Maintenance Agreement (POMA).
- Develop, document, implement, and continually improve operating protocols, maintenance standards, inspection practices, workflows, and performance measures.
- Oversee preventive maintenance, inventory, lifecycle management, and replacement planning for operations facilities, tools, equipment, vehicles, and other assets.
- Maintain a proactive safety culture and ensure timely training, identification, documentation, escalation, and correction of operational risks.
- Ensure Park Operations activities comply with applicable organizational policies, environmental requirements, permits, and regulations.

Resource Management, Capital Coordination, & Partnerships

- Develop and manage annual Park Operations budgets; monitor expenditures, forecast needs, and provide recommendations to the Chief of Park Operations for departmental planning and budgeting.
- Coordinate operational support for environmental programs, special events, and other cross-departmental events without compromising baseline park care standards.

- Review capital project plans and construction documents and provide operational input on maintenance feasibility, staffing, equipment, lifecycle costs, and long-term park stewardship.
- Build effective working relationships across TTC and with public agencies, contractors, consultants, community partners, and other stakeholders whose work affects park operations.
- Perform other duties as assigned in support of TTC's mission.

What You Will Need

We are looking for an experienced park or land management professional who combines strong operational judgment with a genuine interest in leading people and refining systems.

- Bachelor's degree in Park Management, Landscape Architecture, Horticulture, Forestry, Turfgrass, Natural Resources, Construction Management, or related field.
- 7 years of progressively responsible experience in park operations, grounds, facilities management, natural resources, landscape management, or a related field, including at least 5 years leading multiple teams, contractors, and budgets.
- Demonstrated experience managing complex field operations, including staff, contractors, budgets, schedules, equipment, and competing priorities.
- Working knowledge of urban park operations and relevant areas such as horticulture, irrigation, tree care, ecological restoration, facilities, equipment, or park infrastructure.
- Strong organizational, project management, and problem-solving skills, including experience improving operational processes, standards, work plans, and systems.
- Ability to build productive relationships and communicate effectively with staff, colleagues, contractors, public agencies, and community partners.
- Experience leveraging technology and data to support operations, including work order systems, asset management, ArcGIS, and standard office software.
- Ability to frequently lift up to 50 pounds and work regularly in outdoor park environments under varying Central Texas weather conditions (heat, humidity, sun, rain), traverse uneven terrain, and participate in field-based operational activities, with or without reasonable accommodation.
- Ability to operate and train staff on utility vehicles, tractors, mowers, and other landscape equipment.
- Texas Pesticide Applicator and Playground Safety Inspector or ability to obtain within 12 months.
- Valid driver's license and ability to meet TTC driving requirements.
- Spanish language proficiency preferred

We know that qualified candidates bring different combinations of experience. Applicants who meet many, but not every, preferred qualification are encouraged to apply.

Application Process

Applications must be submitted through [TTC's application portal](#) by 5pm on 9/18/2026. If you have trouble with the portal, you can send your application via email to apply-9d8a710945f6@the-trail-conservancy.breezy-mail.com.

Please submit:

- Your resume
- A brief cover letter or statement describing your interest and relevant experience
- A 1-2 page description of a team you've managed, its budget strategies, and work order systems/operations data used to help us understand your approach to management.

Professional references will be requested only from candidates who advance to the finalist stage and will not be contacted without notice.

To support a consistent and equitable process, please do not contact TTC employees or board members directly about the position.

Equal Employment Opportunity and Accommodations

The Trail Conservancy is an equal opportunity employer. TTC considers applicants without regard to race, color, national origin, ethnicity, religion, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or any other status protected by applicable law.

TTC is committed to providing reasonable accommodations during the application process and employment. Applicants who need an accommodation may contact info@thetrailconservancy.org.