**DESCRIPTION:** This position will be tasked with preparing equipment and supplies to support trail staking operations. This position is not intended as a direct trail staker but is to provide logistical and technical support for trail staking operations regionwide.

**DUTIES:**

* Maintaining inventory of trail staking materials.
* Ordering trail staking materials as needed
* Ensuring that all borough trail staking equipment is operable
* Helping with all logistical needs of the yearly trail staking operations.
* Inspection of staked trails
* All other duties relating to trail staking as assigned.

**MINIMUM REQUIREMENTS:**

* High School Diploma or GED preferred, but not required.
* Valid Alaska State Driver’s License, with a clean enough record to be covered by the Northwest Arctic Borough’s insurance policy.
* Superior knowledge of the region’s back country and ability to navigate trails with or without marking.
* Ability to read a map and understand GPS coordinates.
* Possesses the necessary survival skills to spending extended periods of time outdoors in the Alaskan wilderness.

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**Employee Date Public Safety Director Date**

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**Mayor Date Chief of Staff Date**