**Glocester Land Trust**

**Responsibilities of Property Managers, Project Managers, and Equipment Managers**

* Property Managers Responsibilities: *(property managers will be responsible for stewardship efforts on a GLT property assigned to them by the GLT Board of Trustees)*
	+ Ensure that bi-annual trail inspections are completed and documented in accordance with the GLT Trail Inspection Policy
	+ Organize work parties for trail maintenance, trail clearing, and creating new trails that are approved by the GLT Board of Trustees
	+ Organize clean-ups in parking area, trails, and historic cemeteries
	+ Coordinate with Volunteers when help is needed on stewardship projects
	+ Ensure that Trustees/volunteers have proper equipment and safety equipment when working on stewardship projects
	+ Assist equipment managers with equipment maintenance when necessary
	+ Maintain, organize, and update kiosks and trail maps
	+ Ensure that equipment stored on their assigned property is secure
	+ Monitor and report issues with encroachments
	+ Schedule and ensure that lawns and/or fields are maintained in accordance with the management plans
	+ Coordinate with the Project Manager when hiring sub-contractors to clear/mow fields or lawns (if not able to be done by the GLT volunteers)
	+ Coordinate with the Project Manager when major tree work or land clearing is needed
	+ Research and recommend property improvements, equipment and/or materials needed
	+ Report to the GLT Board of Trustees on the status of stewardship projects, and any needs on the property

Property assignments as of April 13, 2021

* + Hawkins Pond
		- Janine Pitocco
		- Scott Boudreau
	+ Sprague Farm
		- Gene Cavaliere
		- Bruce Payton
		- Roy Najecki
	+ Steere Hill & Phillips Farm
		- Steve St. Pierre
		- Jim Giarrusso
* Project Managers Responsibilities: *(Project Managers will be responsible for working with property managers to oversee major projects done on GLT properties. Project Managers will be assigned by the GLT Board of Trustees as needed on a case by case basis)*
	+ Examples of major projects are, but not limited to:
		- Parking area development or improvements
		- Field clearing/mowing done by sub contractors
		- Major building repairs
		- Major tree work
		- Bridges
	+ Assist Property Managers with sub-contracting major stewardship projects that can not be preformed by GLT volunteers.
	+ Obtaining quotes and/or preparing RFP’s for sub-contracted projects
	+ Presenting quotes to the GLT Board of Trustees for discussion and/or action
	+ Ensure that sub-contractors have the proper licensing and insurance
	+ Ensure that sub-contracted work is complete and in accordance with the terms of the contracted
	+ Report to the GLT Board of Trustees on the status of any major projects that are being overseen by the Project Manager
* Equipment/Inventory Managers Responsibilities: *(Equipment/Inventory Managers will be responsible for ensuring that GLT has proper equipment and that it is in good working order)*
	+ Keeping and maintaining GLT equipment at the following locations
		- Hawkins Pond garage
		- Steere Hill conex box
		- Sprague Farm conex box
	+ Creating and updating an inventory of all GLT equipment and its’ location
	+ Repairs and/or general maintenance of GLT equipment
	+ Obtaining cost estimates from a third party vendor for major equipment repairs or maintenance to GLT equipment
	+ Scheduling and arraigning delivery of equipment to be serviced or maintained by a third party vendor, when necessary
	+ Overseeing purchases of new equipment needed by Trustees
	+ Ensure that fuel and lubricants are supplied at each storage location
	+ Coordinating transport of any GLT motorized equipment being moved to a different property
	+ Report to the GLT Board of Trustees and issues or needs regarding GLT equipment

This policy replaces previous policies, *Glocester Land Trust Equipment & Safety Managers (2/11/2020), Trail & Maintenance Managers (1/14//2020 and 2/11/2020), and Equipment & Maintenance Project Managers (12/19/2019).*