



VetsWork AmeriCorps Position Description

Position Title: Timber Technician

Project Sponsor: Davy Crockett National Forest
<https://www.fs.usda.gov/texas>

Project Location: 18551 State Highway 7, East Kennard, TX 75847

Project Sponsor Mission: The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at:
www.mtadamsinstitute.org

Position Summary: In Partnership with the Mt. Adams Institute, the Davy Crockett National Forest is seeking an intern to serve on at the district level in support of the unit's timber, fuels/fire, silviculture, wildlife, recreation, minerals, lands, engineering, and volunteer programs. The intern will be oriented to the academic theories and basic forestry principles related to the varied work situations. The intern will receive formal and on-the-job instructions and training designed to familiarize them with functions and operations of the organization, and to provide experience in the practical application of basic forestry principles, theories, methods, techniques and practices. This position performs a variety of routine and frequently complex tasks involving techniques and practices relating to natural resources management programs. Successful accomplishment of the below responsibilities will support field projects and program planning activities for the unit.

General Responsibilities (to include, but not limited to):

1. Timber : Performs timber marking, cruising and scaling of forest products, planting, site preparation, stand exams and timber land improvement projects. Collects, summarizes and prepares requested timber reports and maps which provide information in planting units concerning topography, trespass, invasive species and general conditions of the area. The intern may serve as Contracting Officer Representative (COR) in the administration of contracts.
2. Recreation: Assures recreation areas are maintained in accordance with standards and reports on condition of area. Makes group and individual contacts in providing forest recreation information and answering questions about recreation management on the unit. Notifies visitors of violations. Assists as the point of contact with community organizations and interest groups to generate interest in and use of forest recreation facilities. Coordinates group visits with operational personnel and communicates schedules and requirements for logistical support. Recruits and trains volunteers.
3. Wildlife: Makes wildlife and fish habitat surveys and implements coordination measure such as marking key areas. Performs independently, or as leader of a small project crew in construction or completing wildlife habitat improvement projects such as water developments, fish attractors, or clearing and planting site preparation areas for establishment of more desirable food or cover and other similar tasks. Participates in plant control or type conversion by flagging boundaries, operating equipment, carrying out kill studies, or reseeding.
4. Vegetation: Participates in noxious plant control, seeding, or similar projects by flagging boundaries, operating equipment, and carrying out mortality studies. Identifies plant specimens in the field using a key and collects and prepares specimens. Identifies plants and noxious weeds, determines how they grow and apply herbicide to control. Compiles and summarizes the vegetation types obtained from ground surveys including forest health monitoring, biological evaluations, and range surveys. Layout of experimental plots by taking measurements and marking corners and boundaries.
5. Fire and Fuels: Executes fuel treatment plans, slash hazard appraisals and hazard reduction plans. Records fuel treatment activity records for required reports and final project completion. Operates motor vehicles and equipment in support of fire suppression activities.
6. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
7. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
8. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
9. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation in Dover, TN from 3/4 to 3/8 (food and lodging provided), quarterly Intern trainings, and quarterly intern meetings.
3. Work requires moderate strenuous physical exertion such as long periods of standing, working, and climbing steep slopes.
4. Work is performed in a forest environment where the terrain may be steep, uneven, rocky, and covered with thick, tangled vegetation. Temperatures range from very dry to extremely wet. Rain, snow, wind, or dust may be encountered. Work requires the use of safety equipment such as boots, gloves, goggles and hardhats.
5. Knowledge of accepted safety procedures in order to prevent injury to self and others and to explain safe practices to others.
6. Ability to safely operate vehicles and obtain a government driving permit.
7. Knowledge of techniques of interpersonal relations to obtain cooperation from volunteers, partners, contractors, permittees, and forest visitors.
8. Knowledge of use of calculators, field data recorders, and computers to access, collect, and download field data.
9. Knowledge of how to use hand and power tools such as ax, shovel, Pulaski, fire rake and similar tools used in field work.
10. Meet other requirements of federal employee (eg. background check, defensive driving, ect.)
11. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
12. 21 years of age at beginning of service term.
13. U.S. citizen, national or lawful permanent resident.
14. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
15. Ability to commit to the full 45-week term of service.
16. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does have recurring access to vulnerable populations.
17. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Preferred Qualifications:

1. Knowledge of standardized forestry practices for timber marking, tallying, cruising forest products, and for planting, site preparation and timber stand improvement which enables incumbent to function as a crew leader or member of a crew in

these areas.

2. Knowledge of common timber types, plant associations, soil types, etc., to identify obvious conditions and defects using standard field guides.
3. Knowledge of established standard contract administration procedures to serve as inspector on small contracts.
4. Knowledge of standard recreation operation policies and maintenance procedures to accomplish assigned recreation duties either individually or a leader of a small crew.
5. Knowledge of standard forestry practices and procedures used to develop and protect wildlife and fisheries habitat in order to accomplish project assignments.
6. Knowledge of a forest environment to effectively perform duties in fire, timber, recreation, and other related forestry areas.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of \$13,500, paid over term of service.
2. Upon successful completion of a term of service, eligible members receive an education award of \$6,095. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. VetsWork is an apprenticeship program approved by the Department of Veterans Affairs (VA) and the Department of Labor. Members with G.I. Bill benefits may be able to dual enroll as an apprentice and access their Monthly Housing Allowance (MHA) of up to approximately \$2400 per month. Actual benefits vary by individuals' qualified benefits.
7. Professional development, trainings and networking opportunities.
8. A \$500/month housing stipend is provided by service site.

Transportation Information:

1. Project site is not accessible by public transportation.
2. Agency/Organization vehicles are available for work-related travel.
3. Intern is responsible for travel to and from orientation and to and from duty station.

Equal Opportunity:

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. MAI is committed to a diverse workplace and to supporting our staff with ongoing career development opportunities. MAI is an equal opportunity employer and does not discriminate in its employment decisions.

MAI provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

Application Instructions Below

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates March 4, 2019 to January 10, 2020

Length of Term: 1700 hours

How to apply:

Step 1 - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, click on the red **Apply to Serve** button.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.
3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **VetsWork – Mt. Adams Institute – Veterans Only** and click "Apply Now" at the bottom of the page.

Step 2: Submit these additional materials promptly (email preferred). **Your application will not be considered until all of the materials listed below are received.**

1. A resume.
2. A cover letter for each position in which you are interested applying.
3. A copy of your DD 214 with an honorable discharge (general under honorable conditions discharge considered on a case-by-case basis).
4. Visit <https://mtadamsinstitute.org/internships/#vetswork> to print the MAI AmeriCorps Certification Form found under VetsWork Application Documents heading. Sign and date the form with original signature.
5. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.

6. Submit your completed MAI Driver Certification and Safety Agreement form found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.

7. Read “VetsWork Frequently Asked Questions” and “Is VetsWork Right for Me?” found at <https://mtadamsinstitute.org/internships/#vetswork> under VetsWork Application Documents heading.

Questions? Contact Katie Schmidt at katie@mtadamsinstitute.org or
509-395-3465
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

Checklist for Completed INTERN APPLICATION

Forms can be mailed or scanned and emailed to Katie Schmidt.

- Application** – AmeriCorps online application
- Resume**
- DD214**
- Separate cover letter** for each position for which you are applying.
- List positions in order of preference if applying for more than one**
- MAI AmeriCorps Certification Form**
- Driving Record / Abstract** – from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time).
- Driver Certification and Safety Agreement form**