

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Land Surveyor Assistant Intern

PARTNER ORGANIZATION: National Forests in North Carolina

WEBSITE: <https://www.fs.usda.gov/nfsnc>

PROJECT LOCATION: 160 Zillicoa St. Suite A, Asheville, NC 28801

SERVICE DATES: March 8, 2021 to January 14, 2022



for the greatest good



POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the National Forests in North Carolina is seeking a Surveyor's Assistant to carry out a variety of surveying assignments associated with the Forest's engineering and cadastral surveying workload. This position will provide support to the various surveying activities required by the Forest. This will be primarily be an office position with occasional field visits assisting with clearing brush, transporting equipment, setting survey monuments, and collecting precision geospatial data using optical and satellite-based surveying equipment. Input and work by the Intern will affect the accuracy, quality, and timeliness of the processes and services of the lands/engineering program staff. The position may require infrequent travel to remote locations on the Forest. Field work will be physical; including hiking long distances over varied terrain. The incumbent performs limited surveying duties designed to increase knowledge, experience and judgement. This is an excellent opportunity to gain experience in the profession of land surveying.

ESSENTIAL FUNCTIONS (TO INCLUDE, BUT NOT LIMITED TO):

- Performs duties of limited scope and complexity in aspects of land surveying activities. Combines productive work with learning a variety of advanced skills, techniques, and procedures in order to increase ability to perform in higher level work and to assist employees at higher levels. Assignments are typically screened to eliminate difficult or unusual problems.
- Receives formal and on-the-job training in more advanced skills, techniques and procedures by performing a variety of productive land surveying work.
- Assists with field surveying projects of sufficient scope to promote the continued growth and development of the incumbent in cadastral surveying as well as application of State and Federal land laws.
- Conducts studies of routine cases requiring historical searches of property ownership; previous surveys of the area.
- Conducts limited record searches; evaluates the information obtained; and performs the necessary survey work associated with the initial location or re-identification of property lines and surveying monuments.
- Assists assigned survey parties in the execution of limited cadastral, geodetic, and engineering survey projects. Operates theodolites, levels, electronic distance measuring devices, and other equipment used in cadastral, geodetic, and engineering survey work.
- Prepares routine legal descriptions, plats, and survey reports.
- Utilizes computer aided design (CAD) and geographic information systems (GIS) software as it pertains to the survey program.
- Attend and complete all MAI/AmeriCorps trainings and service requirements including orientation, trainings and team meetings.
- Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
- Wear MAI identifiers and required safety gear while performing service or attending official events.

Mt. Adams Institute strengthens the connection between people and the natural world through education, service learning, career development and research.

POSITION REQUIREMENTS:

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend mandatory MAI Orientation (March 8-12) and Intern trainings (mid-term) – Location to be determined.
- The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, rocky, or slippery surfaces; recurring bending, crouching, stooping, stretching, climbing, or similar activities; recurring lifting of light to moderately heavy items weighing less than 50 pounds; and/or regular visits to a variety of outdoor sites.
- Agile and dexterous with exceptional hand/eye coordination.
- Ability to work in an environment that includes steep, uneven, rocky, terrain with thick and tangled vegetation.
- Ability to work in temperature and weather extremes. This may range from very hot and dry to cool and extremely wet, rain, snow, wind, or dusty.
- The work environment requires the incumbent to stay continually alert and to take special safety precautions including wearing special protective items of clothing because of exposure to poisonous plants, stinging insects, and forest wildlife.
- Comply with all Partner Organizations safety policies and procedures.
- Meet other requirements of a federal employee (eg. background check).
- Must have served in US Armed Forces and have a DD214 with an honorable discharge.
- At least 21 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award.
- Ability to commit to the full 45-week term of service.
- Selection, placement and retention are contingent upon passing the National Sex Offender Public Registry, state of service and state of residence criminal history check and a national FBI check.
- 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.
- **Must be willing to respond to COVID-19 restrictions by altering duties, working remotely from home, wearing designated Personal Protective Equipment (PPE) such as masks, ensure social distancing and follow all agency requirements while working and living in agency housing.**

PREFERRED QUALIFICATIONS:

- Willingness to work from remote locations for up to one week.
- Familiarity with GIS & CAD
- Familiarity with orienteering.
- Basic computer skills (email, Microsoft suite).
- Be knowledgeable in trigonometric principles and basic math skills or the willingness to learn and become proficient.

BENEFITS INCLUDE:

- 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 \$2,400 per month. Actual benefits vary by individuals' qualified benefits.
- \$15,750 living allowance paid over the 10 ½ -month term of service (\$350 weekly, before taxes).
- \$6,345 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.

HOUSING:

- A \$500 per month housing stipend is provided.
- Short-term student housing can be found near the University of North Carolina-Asheville campus where the USFS office is located.
- Downtown and West Asheville would be desirable locations to be close to the National Forests in North Carolina Supervisor's Office
- The following websites might be helpful to find housing:
 - a. <https://www.facebook.com/groups/ashevillereals/>
 - b. <https://www.forrentuniversity.com/University-of-North-Carolina-Asheville>
 - c. <https://www.apartmentfinder.com/Off-Campus-Housing/North-Carolina/Apartments-Near-University-Of-North-Carolina-Asheville-byedf8>
 - d. <https://www.greybeardrealty.com/wnc-realestate/>
 - e. <https://asheville.craigslist.org/d/apartments-housing-for-rent/search/apa>
 - f. <https://mountainx.com/classifieds/Housing>
 - g. <https://www.citizen-times.com/marketplace/rentals/>

TRANSPORTATION INFORMATION:

- Intern is responsible for travel to and from orientation and to and from duty station.
- Parking is available for free at the National Forests in North Carolina Supervisor's Office
- Agency/Organization vehicles are available for work-related travel.
 - Asheville does have public transportation available throughout the city. You can find more information about Asheville Regional Transit by visiting the city website: <https://www.ashevillenc.gov/department/transit/>. Other helpful resources include:
 - <https://www.exploreasheville.com/iconic-asheville/about-asheville/getting-around/>
 - <https://transportation.unca.edu/multimodal-options/asheville-transit-services/>

OTHER CONSIDERATIONS:

- Asheville is a medium-sized urban community with amenities accessible by walking, biking, and public transportation.
- Asheville has a burgeoning arts, culture, food, and dining scene with a lot of opportunities for socializing and entertainment.
- Asheville's weather is temperate with mild winters and summers.
- With the National Forests in North Carolina's central location to the Pisgah National Forest and Nantahala National Forest there are many opportunities for outdoor recreation including hiking, camping, biking, and paddling.

DIVERSITY, EQUITY AND INCLUSION:

MAI celebrates equity, diversity, and inclusiveness and does not discriminate against any person or group based on race, ethnicity, culture, age, gender, sexual orientation, expression, gender identity, ability, national origin or ancestry, veteran status, social economic class, religion, professional status, pregnancy, or parents/guardians with children. MAI is committed to a diverse workplace and to supporting our Interns and staff with trainings and career development opportunities.

MAI provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

APPLICATION INSTRUCTIONS:

Email the following documents to Katie Schmidt at katie@mtadamsinstitute.org:

- Resume
- Cover Letter (One for each position applying to).
- Three Professional References (military, civilian, or academic) – Information to include: Name, Title, Relation to you, email & phone number.
- Supplemental Questions:
 - What is your motivation for applying to VetsWork?
 - What are you hoping to get out of this experience?
- DD 214 – (with Honorable Discharge):
 - “General under honorable conditions” discharge are considered on a case-by-case basis
 - Must be long form “Member 4 copy” (has 30 total boxes of information).

PROCESS:

1. MAI screens application materials, conduct pre-interviews, and recommends qualified applicants for Service Site interviews.
2. Service Sites interview candidates, conduct reference checks and recommend placement.
3. If position is offered, additional paperwork will be required.

Due to Covid-19 parts of our programming may change

ADDITIONAL INFORMATION:

- More information at “[VetsWork Frequently Asked Questions](#)” and “[Is VetsWork Right for Me?](#)”
- Cover letter information can be found at <https://www.macslist.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 509-395-3465

katie@mtadamsinstitute.org | mtadamsinstitute.org

