

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Civil Engineering Technician

**PARTNER ORGANIZATION:** Ouachita National Forest

**WEBSITE:** <https://www.fs.usda.gov/ouachita>

**PROJECT LOCATION:** 100 Reserve Street, Hot Springs, AR.

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



**for the greatest good**



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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Ouachita National Forest will sponsor a VetsWork Intern to support the Forest engineering program. This position is vital in keeping the Forest road system open and functioning so that the public can access the Forest. Duties include preparing plans for road work and overseeing construction of these projects. The position also helps with construction and maintenance of all facilities including administrative sites and Recreation Areas. The intern will gain a broad experience in civil and facilities engineering. This will include performing topographic surveys, design of low-volume road improvements, facility inspections, construction oversight, and hands-on road maintenance work.

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

- Perform maintenance of roads including clearing downed trees, opening culverts and installing signs.
- Inspect road conditions and report findings so that repair work can be planned.
- Help prepare road plans using Computer Aided Design and Drafting (CADD) for reconstruction of roads and facilities.
- Oversee construction and maintenance of roads.
- Participate in surveys for road or facility projects.
- 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.

### **POSITION REQUIREMENTS:**

- Must have a valid driver's license, clean driving record (in accordance with organizational policy) and ability to provide documentation in a timely manner.
- Attend mandatory virtual MAI Orientation (March 8-12) and Intern trainings (mid-term).
- Ability and willingness to serve outdoors, with possible strenuous and repetitive physical activity in inclement weather and lift up to 40+ lbs.
- Willingness to operate small engine tools (chainsaw, brush cutter, etc.)
- Communicate and interact in a positive, professional manner with various populations.
- Basic computer skills (Microsoft Word and email).
- 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.

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

- 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:**

- Familiarity with AutoCADD.
- Experience with construction equipment or construction activities.
- Experience in surveying.

#### **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.
- All surveying equipment, hard hat, safety vest, and office supplies (including computer) will be provided.

#### **HOUSING:**

- A \$500/month housing stipend is provided by service site.
- Plenty of rental options are available in the local area, but many are not well advertised. Please be sure to speak with MAI recruitment and on-site Forest Service staff about best options to seek housing.
- Places to consider looking are: <https://www.apartments.com/hot-springs-ar/>

#### **TRANSPORTATION INFORMATION:**

- Agency vehicle is available for service activities.
- There is public bus transportation in Hot Springs, but there are only 3 routes and most residential areas are poorly serviced. There are numerous apartments within walking distance of the office and the bus depot is only a few blocks away which would allow for transportation from downtown to most shopping areas. You can get around sufficiently without a car if you choose to live near the office, otherwise, a vehicle is highly recommended.

#### **OTHER CONSIDERATIONS:**

- The position is located in a urban community with regular (almost daily) trips to the field.

- There are many restaurants in the nearby area.
- While the city streets themselves aren't bicycle friendly, there are many trails close to and within the city limits.
- Weather can be hot and humid in the summer. Fall, winter and spring are generally excellent.
- Hot Springs, Arkansas, has a population of approximately 40,000, but Garland County as a whole includes nearly 100,000 residents, many of whom rely on services in Hot Springs. Hot Springs has two hospitals, several school districts to choose from, many restaurants and shopping venues, and abundant recreational opportunities. Music festivals, art galleries and other cultural attractions are abundant. There are four beautiful lakes within a 15-30-minute drive of the city center.

Hot Springs National Park (HSNP), Magic Springs (theme park/water park) and Oaklawn Park (horse racing/casino) are three of the other major attractions in the area. Although, one of the smallest and perhaps most unusual national parks in the country, HSNP represents the oldest federal reserve in the country and features not only an array of historic buildings (“Bathhouse Row”) and collections, but several thousand acres of rugged forest land encompassing much of the recharge area for the hot springs themselves.

- Hot Springs has an airport with daily commercial flights, but Little Rock’s Clinton National Airport, an hour’s drive, is the closest “mid-major” airport.  
<https://www.hotsprings.org/>

#### **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](mailto: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.macslis.org/articles/cover-letters>

**QUESTIONS? CONTACT:**

**Katie Schmidt**

Recruitment Coordinator | 509-395-3465

[katie@mtadamsinstitute.org](mailto:katie@mtadamsinstitute.org) | [mtadamsinstitute.org](http://mtadamsinstitute.org)

