

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION



POSITION TITLE: Fleet Assistant Intern

PARTNER ORGANIZATION: Chugach National Forest

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

PROJECT LOCATION: 161 E 1st Ave, Anchorage, AK 99501

SERVICE DATES: February 8, 2021 to December 17, 2021

for the greatest good

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Chugach National Forest will sponsor a VetsWork AmeriCorps intern to work with the fleet department helping with managing 120+ Chugach National Forest assets; vehicles, boats, ATVs, trailers, heavy equipment, and more. The objective of fleet management is to support Forest Service programs by providing efficient and safe fleet equipment and to ensure the economical acquisition, operation, maintenance, and disposal of that equipment. The selected candidate will assist the Fleet & Equipment Specialist with data input. This will include maintaining databases such as FED, FMVRS, WEX, and AutoChoice. The applicant will also be responsible for preventive maintenance for 6 pool vehicles located at the Supervisors Office. Travel to district offices is often required, these locations include Girdwood, Cordova, and Seward. Opportunities to support other engineering staff may exist.

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

- Collect and input monthly mileage and use for highway vehicles in FED database.
- Complete routine analysis such as utilization based on mileage and day use.
- Maintain WEX fuel card program; process Driver PIN requests, enter new equipment information, and order replacement cards as needed.
- Organize new equipment orders, maintain consistent data across range of programs, including FED, WEX, FMVRS, and AutoChoice.
- Assist with market research and compiling specialized equipment specifications.
- Help manage 6 pool vehicles at Supervisors Office; perform monthly inspection checklist, collect mileage envelope, and clean as needed.
- Prepare paperwork for distribution related to transfer or sale of equipment.
- Organize hard file records, properly dispose of records no longer required.
- 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:

- Strong computer ability and proficient with Microsoft Word and Excel.
- Education or experience in general business, finance, and/or fleet management.
- Ability to navigate various database-related programs.
- Demonstrate problem solving skills.
- Ability to work independently.
- Ability to work in cooperative manner, serve as part of a diverse team.

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

- Ability to conduct business over phone or email.
- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Attend mandatory virtual MAI Orientation (February 8-12) and Intern trainings (mid-term).
- Comply with all Partner Organizations safety policies and procedures.
- 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:

- Ability to drive 4x4 pickup and AWD sedan in severe winter conditions.
- Comply with all established agency safety policies and procedures.
- Experience writing Statement of Work (SOW) and specification requirements for trail building equipment.
- Public speaking experience.

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 \$1,100 monthly housing stipend is provided.
- Short term rentals:
 - a. <https://www.zumper.com/apartments-for-rent/anchorage-ak/downtown-anchorage/studios,1-beds?property-categories=house>
 - b. <https://www.apartments.com/anchorage-ak/short-term/?bb=jhgtx7ngrZ42x7qQ>

TRANSPORTATION INFORMATION:

- Personal vehicle with winter tires is highly recommended.
- Public bus transportation is available in Anchorage (Route 20 comes within 1/2 mile of office) https://www.muni.org/Departments/transit/PeopleMover/Documents/System%20Map_FOR_TV_Online_Updated.pdf
- Agency vehicle is provided for work-related travel.

OTHER CONSIDERATIONS:

- **Anchorage, Alaska:** Anchorage, the largest city in Alaska, is accessible via the Seward and Glenn Highways with a population of nearly 300,000 people (44% of the State's population with more than 99 languages spoken). Anchorage sits on the base of the Chugach Mountains along the coast of Cook Inlet in Southcentral Alaska. It is bordered on the east by the third largest State Park in the nation (Chugach State Park, 500,000 acres) providing accessible camping, hiking, and skiing. The Municipality of Anchorage has over 120 miles of paved trails and nearly 100 miles of groomed ski trails, as well as single track for bikers and runners. Anchorage offers all of the amenities of a large city. There is no state income or state sales tax in Alaska, and no local sales tax in Anchorage. Full medical facilities are available with numerous medical and dental general practitioners and specialists, as well as three hospitals providing some of the best medical attention in the state. There are two universities in the city, University of Alaska-Anchorage and Alaska Pacific University. There is excellent shopping with several shopping malls boasting local specialties and national chains. The diversity of the City's residents means a multitude of arts, cultural, sports and recreation activities hosted throughout the year. Major facilities include; the Anchorage Museum of History and Arts, Alaska Center for the Performing Arts, Sullivan Arena, Egan Convention Center and Alaska Native Heritage Center. Anchorage: <http://www.anchoragechamber.org>
- **Chugach National Forest:** The 5.4 million acre Chugach National Forest is located in Southcentral Alaska forming a great arch around Prince William Sound and the Gulf of Alaska. The forest stretches more than 200 miles from the Kenai Peninsula to the Bering Glacier east of Cordova. The forest serves as the accessible backyard to over half of Alaska's population. The forest has three distinct geographic areas: Prince William Sound (48%), Kenai Peninsula (21%), and the Copper River Delta (31%) which are administered through 3 Ranger Districts located in the Girdwood, Moose Pass and Cordova communities. The Forest has abundant fish and wildlife sustaining traditional subsistence lifestyles and world-class recreation and tourism opportunities. On average, 66.7 million salmon a year come from the Chugach NF watersheds which are 11% of Pacific salmon production. The western portion of Prince William Sound contains the 1980 congressionally designated Nellie Juan-College Fiord Wilderness Study Area. Portions of Prince William Sound are still recovering from the 1989 Exxon Valdez Oil Spill. The Copper River Delta is renowned for vast wetland habitats, mountains, and glaciers attracting thousands of migratory birds. The Kenai Peninsula has the most recreational activity, wood harvesting, and mineral activity. It hosts residents and visitors for fishing the Russian and Kenai Rivers, the unique Alaska Railroad Whistle Stop, and camping, hiking and biking on an extensive trail system.
- **Climate:** In Anchorage, the summers are cool and mostly cloudy and the winters are long, freezing, snowy, and partly cloudy. Over the course of the year, the temperature typically varies from 13°F to 68°F and is rarely below -8°F or above 75°F. Daylight in Anchorage ranges from only 5.5 hours in January to nearly 19 hours in June. Weather-appropriate clothing is required. Safety equipment will be provided as needed.

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.macslis.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 509-395-3465

katie@mtadamsinstitute.org | mtadamsinstitute.org

