

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Fleet Assistant

PARTNER ORGANIZATION: Tongass National Forest

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

PROJECT LOCATION: 648 Mission St., Ketchikan AK 99901

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



for the greatest good

POSITION SUMMARY: In partnership with the Mt. Adams Institute (MAI), the Tongass National Forest will sponsor a VetsWork AmeriCorps Intern to work with the Tongass National Forest Engineering and Fleet program and assist managing 250+ Tongass 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. Other duties may include assisting the engineering program with inventory and disposition of property items, support for field operations, and administrative matters.

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, and completion of monthly equipment inspections.
- 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 track Manufacturer Safety Recalls and work with districts to ensure the recalls are addressed and paperwork is completed.
- Prepare paperwork for distribution related to transfer or sale of equipment.
- Audit and organize hard files and help establish new electronic file records.
- 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 skills and proficiency 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 conduct business over phone or email.

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

- Ability to drive 4x4 pickup and AWD sedan in severe winter conditions. A cooperative manner and the ability to serve as part of a diverse team.
- Comply with all established agency safety policies and procedures.
- Meet other requirements of a federal employee (eg. background check)
- 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:

- Experience entering information into databases and using Word, & Excel.
- Familiarity with specialized equipment, such as ATVs, UTVs, Snowmobiles, or other non-highway vehicles.
- Experience conducting market research for service and product cost analysis.

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:

- Free bunkhouse housing MAY be available depending on Covid restrictions.
- If no housing is available, a \$1,100 monthly housing stipend will be provided to the Intern.
- Please contact Mt. Adams Institute recruitment staff to discuss further.

TRANSPORTATION INFORMATION:

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

OTHER CONSIDERATIONS:

- Ketchikan's average rainfall is 13'. Strong winds are also common for this rural island setting.
- Following the shoreline, Ketchikan has one main road that is 32 miles long. The small city and borough of Ketchikan is surrounded by the evergreen beauty of the Tongass National Forest. Forested mountains and vast Pacific Ocean waterways provide the backdrop for hiking, boating, fishing, kayaking and exploration.
- The community of Ketchikan is situated along the shores of Alaska's Inside Passage within the heart of the nearly seventeen million acre Tongass National Forest. Mountains rise from the sea, and the lush forested landscape thrives due to abundant rainfall in this temperate rainforest environment. The community is comprised of three islands, Revillagigedo, Gravina and Pennock and transportation between them requires a boat or plane ride across the Tongass Narrows.
- Ketchikan is 90 minutes by air from Seattle and 36 hours by sea. The second largest cruise port in the state, Ketchikan is a popular destination for independent minded travelers too, due to superb fishing, outdoor recreation, thriving Native culture and amazing scenery.
- The town of Ketchikan itself is home to about 14,000 year around residents, and is a vibrant, hardworking community.
- One of "America's Top 100 small arts communities" Ketchikan's impressive variety of shops and galleries feature works by many of the island's resident artists and an assortment of souvenir items and unique gifts.
- This close knit community offers an extraordinary array of activities and attractions that highlight the town's history, industry and culture.

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

