

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION.**



**POSITION TITLE:** Facility Operations Specialist Intern

**PARTNER ORGANIZATION:** Abernathy Fish Technology Center - U.S. Fish and Wildlife Service

**WEBSITE:** [fws.gov/aftc/](https://fws.gov/aftc/)

**PROJECT LOCATION:** 1440 Abernathy Creek Rd, Longview, WA 9864

**SERVICE DATES:** February 7, 2022 to December 16, 2022 (1700-hour position)

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the U.S. Fish and Wildlife Service Fisheries Program will sponsor a VetsWork AmeriCorps Intern to serve as a Facility Operations Specialist. This position will be involved in infrastructure (electrical and water supply) maintenance projects, landscape maintenance projects, and fish culture activities with Abernathy Fish Technology Center (AFTC). AFTC was originally built as a hatchery to mitigate the impacts of Bonneville Dam on Pacific salmon. Today AFTC conducts studies and provides technical assistance and expertise to internal and external partners and stakeholders, including National Fish Hatcheries throughout the Pacific Northwest and the country. The public also has a great interest in our facility and work as many of them are benefiting from the salmon produced by the USFWS Fisheries Program and the science developed at Abernathy FTC. Recreational anglers spend substantial time and money in pursuit of salmon during fishing season and the tribes rely on these salmon and lamprey for ceremonial and subsistence purposes. This position would be instrumental in advancing the USFWS's conservation mission through their support of AFTC's scientific research to develop and share technical information with regional and national Service contacts, and Federal, State, and Tribal partners.

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

- 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.
- Maintain equipment and utility systems in office, laboratory, and related buildings.
- Conduct landscaping activities, including maintaining the pollinator garden.
- Participate in oversight of contracted infrastructure upgrade projects (e.g., creek water intake upgrade, electrical system upgrade), including gaining perspective and experience in the contract development and execution processes.
- Assist in water quality sampling and reporting.
- Assist in maintaining creek water intake system, well water system, and water distribution systems.
- Assist in maintenance of two emergency electrical generator systems.
- Assist in fish culture activities for salmonid fishes, lamprey, and mussels.
- Provide support for various research projects, including water tank maintenance, chillers, heaters, and lighting systems.
- Assist in construction activities, including carpentry, plumbing, heating, and ventilation.
- Assist in development and delivery of monthly safety trainings for staff.

### **POSITION REQUIREMENTS:**

**Service Site**

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

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Comply with all Partner Organizations safety policies and procedures.
- Demonstrate enthusiasm and integrity daily in performance of duties.
- Demonstrate self-motivation and pride in work.
- Demonstrate a desire to promote environmental stewardship.
- Demonstrate ability to work as a team player and follow direction of staff that are trying to teach specific job skills.
- Demonstrate attention to detail when collecting and recording data.
- Ability and willingness to serve outdoors in inclement weather with possible strenuous and repetitive physical activity and ability to lift up to 50 lbs.
- Must have a valid driver's license, clean driving record (in accordance with organizational policy) and ability to provide documentation in a timely manner.

### AmeriCorps

- 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.
- Attend virtual MAI Orientation (February 7-11) and Intern trainings.
- 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 fully vaccinated** against Covid-19 with the ability to provide documentation or have an approved medical or religious exemption prior to the start of the position. *Exemption forms can be found on our [website](#) and once submitted, they must go through a review and determination process before being approved.*
- **Must follow all Covid-19 policies** at the service site including any changes that are implemented throughout the course of the program. Policies may include masking/social distancing, remote/virtual work, altered field duties and other restrictions determined necessary to keep site staff, partners and the public safe. Accepting a position means accepting the current requirements and any updates to those requirements while enrolled in the program.

### PREFERRED QUALIFICATIONS:

- Basic computer skills.
- Understanding of safety that will meet OSHA requirements.
- Any experience working with small engines or heavy equipment.
- Experience using mechanic and electrician tools and understanding of electrical circuits.
- Experience with basic maintenance and repair of building systems (plumbing, electrical, HVAC, etc.).

### 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.
- \$16,875 living allowance paid over the 10 ½ -month term of service (\$375 weekly, before taxes).
- \$6,495 education award (qualified student loans and/or education expenses)
- Loan Forbearance

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- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.

#### **HOUSING:**

- No housing provided by service site.
- Rentals available in the Longview and Kelso areas. See craigslist, rent.com and apartmentguide.com for options.

#### **TRANSPORTATION INFORMATION:**

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

#### **OTHER CONSIDERATIONS:**

- Given its semi-rural location, inclement weather can occasionally make it difficult or impossible to access Abernathy FTC.
- No restaurants, food stores, or other public amenities are available within immediate proximity to Abernathy FTC. The nearest such amenities are in Longview, WA.

#### **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 (someone who has supervised you; 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](#)"
- Cover letter information can be found at <https://www.macslis.org/articles/cover-letters>

**QUESTIONS? CONTACT:**

**Katie Schmidt**

Recruitment Coordinator | 503 504 5994

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

