

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**

**POSITION TITLE:** Engineering Technician

**PARTNER ORGANIZATION:** Chattahoochee-Oconee National Forest

**WEBSITE:** [fs.usda.gov/conf](https://fs.usda.gov/conf)

**PROJECT LOCATION:** Blue Ridge Ranger District, 2042 Highway 515 West Blairsville, GA 30512

**SERVICE DATES:** March 7, 2022 to January 14, 2023 (1700-hour position)



**for the greatest good**



**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Chattahoochee-Oconee National Forest will sponsor a VetsWork AmeriCorps Intern to serve as an Engineering Technician on the Blue Ridge Ranger District (BRRD). 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 facility projects. The position also helps with construction planning 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, field data collection for low-volume road improvements, facility inspections, construction oversight, and hands-on road maintenance work.

### **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.
- Comply with all Partner Organizations safety policies and procedures.
- Work with equipment operator to maintain roads and build, repair and install gates.
- Conduct facility maintenance, inspection, and condition surveys.
- Work with partners to gather road accomplishments for reporting.
- Promote responsible public land stewardship through informational visitor contacts.
- On occasion, participate in district projects with other district employees.

### **POSITION REQUIREMENTS:**

#### **Service Site**

- Must have a valid driver's license, clean driving record and ability to provide documentation.
- Comply with all Partner Organizations safety policies and procedures.
- Knowledge of Microsoft office tools and Outlook for email.
- Must be able to work in the field under varying weather conditions.
- Must be able to obtain First Aid/CPR certification, training will be provided if not currently certified.
- Good communication skills, verbal and written.
- Experience with map reading.
- Understand basic building techniques and procedures.

#### **AmeriCorps**

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

- 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 (March 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:**

- Experience working with a diverse team.
- Basic knowledge of land management practices.
- Motivated and able to work independently or with a team.
- Experience using manual measuring devices such as tape measures and measuring wheels.
- Gathering information in a field setting using either written or tablet computer.
- Able to use hand tools and small power tools i.e., shovel, rake, pitchfork, drills and saws.

#### **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
- Health Care Insurance
- Child Care Reimbursement
- Professional development, trainings and networking opportunities.
- Professional certification opportunities with chainsaws, hand tools, motorized equipment, land management skills, road and facility management skills and working knowledge of Forest Service contracting procedures.

#### **HOUSING:**

- A \$500/month housing stipend provided by service site.
- Although affordable housing is limited in the area, the Forest Service will make every attempt to help with finding suitable housing.
- Potential to find shared housing with another VetsWork intern.

#### **TRANSPORTATION INFORMATION:**

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

#### **OTHER CONSIDERATIONS:**

- This District is located in the North Georgia Mountains. About 2 hours north of Atlanta. The Blue Ridge Ranger District covers several counties and just over 300,000 acres. The District is a popular recreational Forest. We offer hiking, biking, horseback riding and OHV trails. Camping, boating, hunting, fishing and site seeing are also very popular on the District.
- The BRRD is located about 125 miles north of Atlanta, which makes the District accessible to hundreds of thousands of annual visitors. The District has just under 500 miles of Forest Service roads that the public uses to access campgrounds, recreation sites, trailheads and scenic areas. Blairsville is a rural community where many people come to retire. It is also very popular for tourists that enjoy the outdoors. This position will play a key role in maintaining the Forest transportation system that the public relies on to get to their favorite Forest destinations. The area has a mild climate that is enjoyed by many, especially in the spring when everything is blooming and, in the fall, when the leaves are changing.

#### **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)

