

# **VETSWORK – ENVIRONMENT**

## **AMERICORPS POSITION DESCRIPTION**



**for the greatest good**

**POSITION TITLE:** Civil Engineering Technician

**PARTNER ORGANIZATION:** Cherokee National Forest

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

**PROJECT LOCATION:** Watauga Ranger District, 4400 Unicoi Drive, Unicoi, TN, 37629

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

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**POSITION SUMMARY:** In partnership with the Mt. Adams Institute (MAI), the Cherokee National Forest is looking to fill an engineering position to provide a safe and up to standard transportation system. This work is vital in providing access to the Forest for the public to enjoy. You will also assist other program areas to complete projects and goals, and manage our natural resources for future generations. Under leadership of a senior engineer, you will participate in the development, definition, and documentation of engineering design requirements. You will perform land survey work that requires very exacting measurements obtained under difficult conditions, such as steep grades; frequent river crossings; or remote areas where railroads, roads, or other more common routes are unavailable. The position has the potential to provide you training and mentorship on more complex projects depending on interest and experience. This is a primarily field based position but will require administrative work such as keeping detailed daily project logs.

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

- Conducts inspections of timber sale and/or public work road construction contracts.
- Inspects projects under construction for compliance with plans specifications.
- Maintains a daily log of the project, recording facts concerning work activity, work force, equipment in use, inspection activities, accidents, visitors, weather conditions, and unusual happenings.
- Works with crew in setting construction stakes for clearing, grading and drainage structures.
- Prepares sketches and develops layouts, construction details and installation drawings, plus other drafting duties including the final plan and profile sheet.
- Working from specific design criteria, designs low volume road projects from field notes.
- Computes quantities for small and non-complex road projects.
- Makes cost estimates for road projects and contracts.
- Produces plan and profile sheets for projects to be included in contracts.
- Interact with the public about general inform.
- Compile information and data for road contracts.
- 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:**

#### **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.
- Ability and willingness to serve outdoors, in inclement weather and lift up to 40 lbs.
- Willingness to operate small engine tools (chainsaw, brush cutter, etc.)

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- Ability to drive four-wheel drive vehicles and UTVs on narrow steep mountain roads.
- Communicate and interact in a positive and professional manner with the general public, coworkers, state and county agencies, and volunteer groups.
- Ability to adapt to change priorities.

### **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 (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:**

- Computer Aided Drafting, Preferably Civil 3D.
- Experience operating heavy equipment.
- Contract administration.
- Experience with Survey techniques.

### **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.

### **HOUSING:**

- A \$500/month housing stipend provided by service site.
- Rentals are available in Johnson City and surrounding areas.

### **TRANSPORTATION INFORMATION:**

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

#### **OTHER CONSIDERATIONS:**

- The Cherokee National Forest is Tennessee’s only National Forest and is located in 10 east Tennessee counties from Chattanooga to Bristol. The Forest has approximately 650,000 acres and lies along the state’s border with North Carolina. The Forest has four ranger districts, two south of the Great Smoky Mountains National Park, and two north of the Park. There is also Job Corp Center located in the northern part of the Forest. The Forest lies entirely within the Southern Appalachian Mountains with elevations ranging from approximately 1200’ to over 5000’.
- The Forest is known for its scenic beauty and abundant outdoor recreation opportunities. The Forest has 30 developed campgrounds and as many picnic areas, over 700 miles of trails including portions of the Appalachian and Benton MacKaye Trails, seven whitewater rivers, two scenic byways and the Ocoee Whitewater Center. The Whitewater Center was the site of the 1996 Olympic Canoe and Kayak Slalom Competition.
- The Watauga Ranger District is the northernmost district and administers approximately 175,000 acres in three counties – Carter, Johnson and Sullivan. There are two Tennessee Valley Authority (TVA) lakes located on the district; South Holston Lake near Bristol, TN and Watauga Lake near Elizabethton, TN. Both lakes are used year round for recreation activities such as boating, swimming and fishing. There are sixteen developed recreation sites, including Little Oak Recreation Area and Jacobs Creek Recreation Area on South Holston Lake, and Carden’s Bluff Campground on the Watauga Lake. There are approximately 175 miles of single and multiple use non-motorized trails, including 69 miles of the Appalachian Trail. An active and enthusiastic trail volunteer community helps maintain the majority of the trail system. The District Office is located in Unicoi, TN about 10 miles south of Johnson City, TN with a work center in Hampton, TN. The District Office is co-located with zone lands, engineering, planning and law enforcement organizations, which enhances inter-unit communication and collaboration.

#### **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.macslist.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)

