

VETSWORK – ENVIRONMENT

AMERICORPS POSITION DESCRIPTION

POSITION TITLE: Fleet & Equipment Specialist

PARTNER ORGANIZATION: Chugach National Forest

WEBSITE: fs.usda.gov/chugach

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

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



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 to manage 120+ Chugach National Forest assets; vehicles, boats, ATVs, trailers, heavy equipment, and more. The objective of fleet management is to support programs across the Forest by providing efficient and safe equipment and to ensure the economical acquisition, operation, maintenance, and disposal of 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 six 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.

Chugach National Forest is heavily focused on recreation, Alaskans and tourists count on the Forest Service to preserve and protect the lands we heavily recreate in. This forest is unique and 90% is not accessible via roads. The fleet program provides boats and special vehicles as a part of the fleet program that allows the FS to fulfill the mission and access most of their projects and property. The fleet program gives us the opportunity to see the national forest and places in Alaska that most Alaskans don't have the opportunity to visit.

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.
- Assist with delivery of vehicles, equipment and parts to support the Chugach National Forest.
- Organize new equipment orders and maintain consistent data across range of programs, including FED, WEX, FMVRS, and AutoChoice.
- Assist with administrative tasks and projects, field, office, and subunits.
- Help manage six pool vehicles at Supervisors Office, performing monthly inspection checklists, collecting mileage envelope, and cleaning as needed.
- Prepare paperwork for distribution related to transfer or sale of equipment.
- Organize hard file records and properly dispose of records no longer required.
- Operational tasks including monthly mileage and use reports of our entire fleet, daily vehicle checks, help with vehicle procurement, disposal, preventive maintenance, vehicle and personnel logistics.
- Participate in field teambuilding exercises to better help us with our daily work assignments.
- Travel in support of special projects across the forest.
- 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.

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

- 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.
- Strong computer ability and proficient with Microsoft Word and Excel.
- Ability to drive 4x4 pickup and AWD sedan in severe winter conditions.
- Ability to learn 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.
- Ability to conduct business over phone or email.

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 to be 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:

- Education or experience in general business, finance, and/or fleet management.
- Experience and comfort with Public.
- Customer service oriented.
- Experience managing data input and tracking.
- Ability to multi-task.

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 Development specific to the intern's interests (ex. GIS training, ISA certification)

HOUSING:

- A \$1,100 monthly housing stipend is provided by service site.
- Resources for short term rentals in the Anchorage area include:
 - 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:

- Airfare is provided at the start of our program; from Intern's location to the Service Site (up to \$700)
- Upon successful completion of the program, airfare is provided from Service Site to Intern's home (up to \$700).
- Agency vehicles are available for work-related travel.
- Intern is responsible for travel to and from duty station. 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

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>
- 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. The intern should have weather-appropriate clothing.
- **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 three Ranger Districts located in the Girdwood, Moose Pass and Cordova communities. The Forest has abundant fish and wildlife sustaining traditional subsistence lifestyles and excellent 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.

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](#)”
- Cover letter information can be found at <https://www.macsl.org/articles/cover-letters>

QUESTIONS? CONTACT:

Katie Schmidt

Recruitment Coordinator | 503-504-5994
katie@mtadamsinstitute.org | mtadamsinstitute.org

