VetsWork Position Description

Position Title: Land Survey Intern

Project Sponsor: Mark Twain National Forest website at http://www.fs.usda.gov/mtnf

Mt. Adams Institute Mission: VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at: our website www.mtadamsinstitute.com.

Project Location: Mark Twain National Forest Supervisor's Office. Primary Duty Station at: 401 Fairgrounds Rd, Rolla, MO 65401.

Position Summary:

This position is a field-going position located out of the Supervisor's Office of the Mark Twain National Forest in central Missouri, and serving the entire forest. The intern will assist in management of the forest, primarily through determination of exact locations on the ground, and accurate recording, interpretation and analysis of data gathered. Intern will assist with landline location and relocation, including monumenting/marking and re-marking, and minor project surveys. This intern will work with other employees to locate and maintain boundary lines in support of other forest management activities. Specific activities may include: establishment and maintenance of landline, possibly including removing brush and other vegetation (chainsaw, axe, hatchet and/or machete), assisting in use of the survey instruments, recording data, and carrying out specific project assignments; while learning about the profession. Intern will have an opportunity to be introduced to and support employees working in various other functions, such as lands, timber, fire, recreation and wildlife. Skills needed: use of hand tools & power tools, map reading, GPS navigation, driving, and ability to work well with others; skill, or ability to acquire skill, in operation of surveying instruments and an ATV/UTV.

General Responsibilities (to include, but not limited to):

1. Works closely with professionals and/or technicians to acquire the experience necessary to plan, organize, and execute field surveying projects
2. Functions in an assistant capacity, typically working with senior staff members, carrying out predetermined phases of the assignments designed to provide broad exposure to the work in the profession.

3. In a training capacity, learns to use Total Stations (robotic and conventional survey instruments), survey-grade GPS and/or other instruments. Works as instrument person

on field survey parties with responsibility for operating levels, theodolites, electronic distance measuring devices (EDM), and other equipment used in cadastral as well as geodetic and engineering survey work.

4. Serves as rod person when measuring area using rod, chain, and hand levels, and helps to make estimates of distances.
5. Conducts simple traverse surveys using conventional instruments including compass and chain.
6. Records and calculates surveying data recognizing inconsistencies requiring supplemental information.
7. Learn to recognize and document trespasses onto National Forest.
8. Under supervision of higher grade employees, prepares routine legal descriptions, plats, and survey reports.
9. Checks and compiles field survey data and makes appropriate mathematical computations for traverse closures. May enter data into computer.
10. Makes sketches of topography and other physical features.
11. May conduct p-line surveys or assist with road location or road design.
12. May assist with searches, evaluations, and monumentation of public land corners.
13. Support enforcement of federal laws and regulations while working on the forest.
14. Complete a Community Action Project that is identified by the Intern, researched, and implemented during the term of service.
15. Attend and complete all MAI/AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
16. Attend and participate in all unit safety meetings and complete required USFS training.
17. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
18. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with MAI Personal and Organizational Vehicle Use Policy detailed at the end of this position description.
2. Attend a mandatory orientation on the Mark Twain National Forest 2/23 to 2/27 and quarterly Intern trainings. (Food and lodging or per diem provided for orientation and trainings outside of the commuting area), and monthly unit meetings. Intern is responsible for transportation to and from duty station, and initial orientation.
3. Must have the ability to drive a four-wheel drive vehicle and ATV, and pass the training provided.
4. Ability to successfully pass drug test (random or otherwise) conducted by project sponsor.
5. Must be physically able and willing to participate in field-going activities on a regular basis, and able to hike at least 1 mile carrying at least 15 pounds of gear, and utilize tools such as shovels, rakes, pulaskis, weed-eaters, and mowers.
6. Must possess leather work boots with 8" tops and lug soles.
7. Intern will normally work about 40 hours per week.
8. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
9. 21 to 35 years of age at beginning of service term.
10. U.S. citizen, national or lawful permanent resident.
11. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
12. Ability to commit to the full term of service for which they are applying.

13. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check.
14. This position will not include recurring access to vulnerable populations, including children ages 17 and under, persons aged 60 and older and/or individuals with disabilities.
15. Regular and reliable attendance.
16. 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. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

Member Benefits Include:

1. A total taxable living allowance (before taxes) of $12,100.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of $5,640. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.
7. On-the-Job training in natural resource and recreation management.
8. Eligibility for non-competitive hiring status under the Public Lands Corps authority for 120 days after completion of the term.

Transportation Information:

1. While a personal vehicle is not required for this position, the Intern is responsible for transportation to and from an initial five-day orientation (lodging may be included in trainings). Regardless, offers are contingent on your driving record and personal vehicle insurance coverage meeting the minimum requirements detailed at the end of this position description.
2. Personal vehicle is recommended to get to service site.
3. Organizational vehicle is available for service activities.

Application Deadline: Will occur as qualified applications are received.

Interviews: On-going until filled. **Type of position:** Individual Placement
Service Dates: Feb. 23, 2015 – Dec. 31, 2015 **Length of Term:** 1724 hours/45 weeks

How to apply:

Step 1 - Complete your application in the following way:

Online at the [wesite at https://my.americorps.gov/mp/login.do](https://my.americorps.gov/mp/login.do)

1. If you do not already have a username and password, you must **Create A New Member Account**.
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.

3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search for program name **Mt. Adams Institute – VetsWork**
4. Select the position listing and click "Apply Now" at the bottom of the page.

Step 2 - Submit these additional materials promptly (email preferred except for Certification Form). **Your application will not be considered until all of the below materials are received.**

1. A resume and a cover letter for each position in which you are interested. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. A copy of your DD 214 with an honorable discharge
3. Visit http://mtadamsinstitute.com/jobs/, print the Certification Form, sign and date the form, and mail to the address below. This document must be **mailed** to our office with your original signature.
4. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least **five** years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
5. Your insurance policy coverage for your personal vehicle showing our minimum requirements. Our Intern Program requires your personal automobile insurance to have a minimum liability coverage of $100,000 for bodily injury per person in an accident; $300,000 for all bodily injuries in an accident; and $50,000 for property damage in an accident.
6. Read the MAI Personal or Organizational Vehicle Use Policy (below) and submit your completed Driver Certification Form and Safety Agreement (Form 27) and Member Personal Vehicle Use Authorization Form (Form 28) found at http://mtadamsinstitute.com/jobs/.

Questions? Contact Katie Schmidt at recruitment@mtadamsinstitute.com or
509-395-3465 (Office) or
503-504-5994 (Cell)
Mt. Adams Institute
2453 HWY 141, Trout Lake, WA 98650

OR

Jane Mobley, Mark Twain National Forest Manpower Development Specialist,
jmobley@fs.fed.us or
573-996-2153

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals.

MAI Personal or Organizational Vehicle Use Policy:

1. Any member that is required to use a personal vehicle or organizational vehicle for work purposes needs to submit a driving abstract (that goes back at least three years).
2. Any member that is required to use a personal vehicle for work purposes needs to carry minimum auto liability limits of $100,000 for bodily injury per person in an accident; $300,000 for all bodily injuries in an accident; and $50,000 for property damage in an accident
3. Any member that is required to use a personal vehicle for work purposes needs to submit proof of vehicle insurance (see #2 above).

4. Member's driving record and driving practices need to pass the standards listed in *Driver Certification and Safety Agreement (form G-27).*
5. Member's personal vehicle needs to pass the standards list in *Member Personal Vehicle Use Authorization (form G-28).*
6. For positions that require the use of a personal or organizational vehicle, a potential member's placement is contingent on passing the standards listed above. MAI staff will review and make that determination.

Minimum Requirements for MAI AmeriCorps Drivers

Every driver of MAI, sponsoring organization or personal vehicles for work purposes must meet and continue to meet the following minimum requirements:

a) Be at least twenty-one years of age.
b) Have a valid driver's license, issued by a state department of licensing.
c) Submit to a criminal record check that shows that no offense has been committed which would be grounds for denial of an authorization to drive. (Please note: You may receive this check through your AmeriCorps program).
d) Shall <u>not</u> have had a driving license privilege suspended or revoked within the preceding three years; a certified copy of the suspension or revocation order issued by the department of licensing being conclusive evidence of the suspension or revocation.
e) Shall not have been convicted of any misdemeanor, gross misdemeanor, or felony (including instances in which a plea of guilty or nolo contendere is the basis for the conviction) including, but not limited to the following:
   i) Any crime involving the use, sale, possession, or transportation of any controlled substance within the last three years.
   ii) Any crime involving driving when a driver's license is suspended or revoked, hit and run driving, driving while intoxicated, being in physical control of motor vehicle while intoxicated, reckless driving, negligent driving of a serious nature, vehicular assault or vehicular homicide, within the last three years.
f) Shall not have a behavior problem, which endangers the welfare or personal safety of passengers.
g) Shall not have incurred three or more of the following offenses within any twelve-month period, within the last thirty-six months: 1) speeding tickets in excess of ten miles per hour over the speed limit; 2) improper changing of lanes, 3) following too closely, 4) passing a school bus while stopped, 5) leaving the scene of an accident, 6) refusing to take a blood alcohol test.
h) Is physically able to use all hand and foot operated controls and equipment in vehicle.
i) Is physically able to perform routine vehicle safety inspections and perform necessary emergency roadside services.
j) Satisfactorily complete an approved MAI driver training course if driving an MAI vehicle.
k) Sign a Driver Certification and Safety Agreement.

Member Personal Vehicle Use Authorization:

Members using their personal vehicles for service and to attend MAI training events must meet the following vehicular requirements:

- There is a working seat belt for the driver and each passenger, and member will enforce the wearing of seat belts by all.
- Vehicle brakes, including the emergency brake, are in good working order.
- Vehicle tires have a legal tread depth (at least 3/32").
- Vehicle brake lights, turn indicators and headlights are in good working order.

- Vehicle windows are clear and provide an unobstructed view for the driver.
- Vehicle has functioning rear view mirrors (center and left side).
- Vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- Vehicle has a rated capacity of ten passengers or less.
- If vehicle has dual airbags, member will not seat children under 12 or small persons in the front seat passenger seat.

Checklist for Completed INTERN APPLICATION

☐ **Application –** AmeriCorps online application

☐ **Two Written References –** through AmeriCorps online application

☐ **Resume**

☐ **Separate cover letter** for each position for which you are applying

☐ List positions in order of preference if applying for more than one

☐ **Certification Form –** signed and **mailed** to the MAI office

☐ **Driving Record / Abstract –** from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time)

☐ **Automobile Insurance Policy** that meets MAI minimum coverage requirements

☐ Driver Certification Form and Safety Agreement (Form 27)

☐ Member Personal Vehicle Use Authorization Form (Form 28)