

Position Description

Public Lands Transportation Fellow

Rocky Mountain Arsenal Complex – Denver, Colorado

Location Description

This transportation Fellow position will have the incumbent stationed at the U.S. Fish and Wildlife Service's (Service) Rocky Mountain Arsenal Complex, an urban National Wildlife Refuge (NWR) in Commerce City Colorado, a suburb of Denver, Colorado.

The complex includes the Rocky Mountain Arsenal (RMA) NWR, Rocky Flats NWR, and Two Ponds NWR. RMA NWR is a 15,000-acre refuge established in 1992 and it is the complex headquarters. RMA NWR has 330 species of animals, 10 miles of hiking trails, 9 miles of self-guided auto tours, and a shuttle system. The Rocky Flats NWR was established in 2007. It is a 5,237-acre refuge with mountain vistas, rolling prairie grasslands, woodlands, and wetlands. It is home to 239 migratory and resident wildlife species. The Rocky Flats NWR hopes to open to visitors in Summer 2018 after completing construction of a visitor center, parking area, and trails. Two Ponds NWR is the smallest urban unit in the refuge system. The unit was established in 1992 and covers 72 acres with uplands (i.e., hills), wetlands, and small ponds.

As part of the Rocky Mountain Greenway (a greenway that will connect RMA NWR and Rocky Mountain National park via Two Ponds NWR and Rocky Flats NWR) and the urban refuge program, the Rocky Mountain Arsenal Complex has been implementing a number of transportation and facility upgrades utilizing Federal Lands Transportation Program (FLTP), Federal Lands Access Program (FLAP), and county funds. At RMA NWR, a new building is being constructed, the main entrance is being renovated, and there are three separate trail projects (seven FLAP-funded trailheads; FLTP-funded, internal east-west 4-mile trail with pedestrian bridges; and a county-funded trail with parking in the county) being undertaken. The Rocky Flats NWR is constructing a FLAP-funded trail with over and under-passes and an FLTP-funded internal trail.

Job Description

A detailed work plan, including tasks, deliverables, and approximate work schedule for this location, will be provided to the assigned Fellow prior to their start date and used as a guide throughout their assignment.

The Fellow is expected to:

- Attend a mandatory orientation tentatively scheduled for the week of June 18-22, 2018;
- Report for work at the RMA Complex for the 10-month on-site duration of the assignment (June 18, 2018-April 19, 2019);
- Attend monthly teleconferences with other Fellows and mentors;
- Host mentor during a site visit by creating an agenda for their 1-3 day visit and providing a tour of the Rocky Mountain Arsenal Complex and projects;
- Present at a poster session during the Transportation Research Board (TRB) in Washington, D.C. (January 13-17, 2019);
- Complete a final report and a webinar during the 11th month, at the location of the Fellow's choice (April 19-May 17, 2019); and
- Travel for occasional business as needed as part of the effort.

Tasks

Specifically, the Fellow will provide support to the following activities during this assignment:

- Serve as a liaison, coordinating between the refuge, FHWA Central Federal Lands Highway, and the chosen contractor for the five trail projects (three at RMA NWR and two at Rocky Flats NWR) being implemented. Each of the five projects is currently at a different stage in the planning to implementation life cycle, which will provide the Fellow with great experience;
- Conduct outreach to local stakeholders (e.g., county, local neighborhoods, bicycle advocacy groups, etc.) related to implementing the five trail projects and several local projects;
- Develop advertising materials for informing the public about the various options for accessing the refuge and encouraging refuge visitors to use transit, non-motorized and motorized means of reaching the refuge from their communities; and
- Work to improve access to and within the refuge, including identifying the best transportation options.

Skills and Qualifications

1. Strong oral, writing, and graphic communication skills to interact with federal, state, and local agencies, interest groups, partners, Service regional staff, and Service field staff;
2. Strong organizational skills;
3. Ability to establish and maintain positive professional relationships with a variety of agencies and the public;
4. Ability to assess transportation needs, evaluate and identify priorities, and to modify or develop new approaches to solve transportation or access challenges;
5. Ability to understand construction documents and the implementation of construction plans;
6. Ability to assist with assembling grant applications with provided technical information, potentially handling multiple project submissions to meet several deadlines at once;
7. Ability to take initiative and work independently, yet know when to ask for help and guidance; and
8. Familiarity with marketing and social media.

Requirements

All applicants must:

- Be U.S. citizens, nationals, or lawful permanent resident aliens of the U.S.;
- Be 30 years of age or under by the start date; and
- Have at least a Bachelor's degree; however, the preference is for recent or soon-to-be Master's degree graduates.

Financial Package

- Assignment Period: 10-months onsite and an additional month at location of your choice to finalize the final report (June 18, 2018 – May 17, 2019);
- Salary: \$3,000/per month, total of \$33,000;
- Benefits: Eligible for benefits, see attached pdf for details;
- Rent Subsidy: up to \$1200 per month for 10 months. Note that if required, Fellow must provide the first, last, and security deposit. Rent payment will be provided directly to apartment owner/rental agency;
- Relocation Expenses: up to \$750 to and from Denver, Colorado for a maximum total of up to \$1,500;
- Personal Transportation: Personal transportation while stationed at RMA NWR (e.g., travel from apartment to unit, to grocery store, etc.) will be the financial responsibility of the Fellow;
- Professional Development: up to \$1000 is available for pre-approved, Fellow professional development beyond attendance at the 2019 TRB Annual Meeting. Note that this *cannot* be used for professional society membership;

- Travel Costs: Costs for travel to orientation, TRB, and occasional business travel will be covered by the Service/Western Transportation Institute (WTI); and
- Federal Non-Competitive Eligibility Status –Fellows who complete their assignment will be eligible for federal non-competitive hiring status for two years following the completion of their fellowship. The Fellow, with the help of their supervisor, must demonstrate that specific minimum hours work requirements have been met.