

Position Description

Public Lands Transportation Fellow

San Diego National Wildlife Refuge Complex – San Diego, California

Location Description

The U.S. Fish and Wildlife Service's (Service) San Diego National Wildlife Refuge (NWR) Complex is a network of protected lands in an urbanized coastal area. The Complex is made up of four refuges in the southern California region, three in San Diego County including the San Diego Bay NWR (which includes the Sweetwater Marsh and South San Diego Bay units), San Diego NWR, and Tijuana Slough NWR and one in Orange County, the Seal Beach NWR. The Complex headquarters is located on the Sweetwater Marsh Unit, adjacent to the Living Coast Discovery Center.

The San Diego NWR Complex is potentially accessible to over 3.5 million residents of the San Diego metropolitan area. Currently, Tijuana Slough NWR and San Diego Bay NWR can be accessed by pedestrian pathways (e.g., sidewalks, trails), bikeways (Class 1, 2, and 3), and public transportation (i.e., trolley, bus). The San Diego NWR is accessible via trails and public roads (Class 3 bikeways) and is working with the Department of Transportation's Volpe Center to improve public access along State Route 94. The Seal Beach NWR is within the Seal Beach Naval Weapons Station and is closed to the public except for scheduled tours approved in advance by the Navy.

The San Diego NWR Complex hosted a Public Lands Transportation Fellow (PLTF or Fellow) in 2014-2015. The Fellow performed several planning tasks for the San Diego NWR Complex including the creation of a transportation plan.

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 San Diego NWR 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 San Diego NWR 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:

- Update the San Diego NWR Complex Transportation Plan,
- Serve as a liaison on ongoing top priority implementation projects (e.g., bicycle parking, parking lot, transportation improvements, multi-modal access, electric vehicle charging, etc.),
- Improve free or low-cost access to refuges within the San Diego NWR Complex, and
- Conduct outreach to local stakeholders for secondary priority projects.

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 San Diego, California for a maximum total of up to \$1,500;
- Personal Transportation: Personal transportation while stationed at the Complex (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.