



Position Description

Potomac River National Wildlife Refuge Complex, Woodbridge, Virginia

Location Description

This transportation Fellow position will have the incumbent stationed at the U.S. Fish and Wildlife Service's (Service) Potomac River National Wildlife Refuge (NWR) Complex in Woodbridge, Virginia. The complex, established in 1998, includes the Elizabeth Hartwell Mason Neck NWR, the Occoquan Bay NWR, and the Featherstone NWR. The majority of the work for this position will directly pertain to the Occoquan Bay NWR, however, there are opportunities to enhance transportation opportunities and tie in to the other two complex refuges.

Occoquan Bay NWR is a 642-acre refuge, twenty miles south of Washington D.C. This unit is a mix of grasslands, shrublands, wetlands, and wooded areas. This habitat is home to migrating songbirds, raptors and waterfowl. Occoquan Bay has 4 miles of gravel roads for foot traffic, a 2-mile wildlife loop, an audio tour, two outdoor pavilions, a 2.7-acre pond with a dock and ramp, and a floating boardwalk in a freshwater marsh. In spring 2019, construction is expected to begin on a visitor center.

Job Description

The Fellow is expected to:

- Attend a mandatory orientation tentatively scheduled for the week of July 8-12, 2019;
- Report for work at the Occoquan Bay NWR for the 10-month on-site duration of the assignment (July 15, 2019-May 8, 2020);
- Attend monthly Fellows group teleconferences (all Fellows and mentors), biweekly individual teleconferences with your mentor, and monthly Service transportation coordinators teleconferences;
- Host mentor during a site visit by creating an agenda for their 1-3 day visit and providing a tour of your unit and projects;
- Present at a poster session during the Transportation Research Board (TRB) in Washington, D.C. (January 12-16, 2020);
- Complete a final report and a webinar during the 11th month, at the location of the Fellow's choice (May 9-June 6, 2020); and
- Travel for occasional business as needed as part of the effort.

Tasks

A detailed scope of work, 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.

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The tasks in this scope of work are derived from the recent Service Urban Transportation Connections Study and fall in the top priority categories of transit, roadway, bicycle, and pedestrian. Specifically, the Fellow will provide support to the following activities during this assignment:

- Work to improve access to and within the refuge through transit and carsharing/ridesharing by creating a drop-off area outside the refuge entrance, creating a transit hub, and improving/extending current shuttle times/routes;
- Work to improve access to and within the refuge through bicycle/pedestrian options including adding complete street elements to Dawson Beach Road, add a bike share station near the refuge, and connecting the refuge to the Occoquan Greenway;
- Serve as a liaison, coordinating between the refuge and the George Mason Science Center; and
- Develop advertising materials and improve signage for informing the public about the various options for accessing the refuge.

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 assist with assembling grant applications with provided technical information, potentially handling multiple project submissions to meet several deadlines at once;
6. Ability to take initiative and work independently, yet know when to ask for help and guidance; and
7. 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 1 additional month at location of your choice to finalize the final report (July 8, 2019 – June 5, 2020);
- Salary: \$3,000/per month, total of \$33,000;
- Benefits: Eligible for benefits, see benefits pdf for details;

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- **Housing:** Space will be provided in a shared bunkhouse located on E.H. Mason Neck NWR in Lorton, VA. The three bedroom house was constructed in 2018. You may have housemates and roommates. Housing may be cohabited with males and females, but rooms are same-sex. Two full bathrooms exist, one for males and one for females. The bunkhouse is fully furnished with beds, dressers, couches, a TV/DVD player, deck furniture, and kitchenware. However, you must provide your own twin size mattress bedding.

The house contains 3 bedrooms, each with two twin sized beds. Two bedrooms have one large shared dresser, and one bedroom has two separate dressers. Each has a shared closet. There are two full bathrooms each with a shower. The kitchen has a refrigerator, oven, stove, dishwasher, and microwave. One washer and dryer are located within the laundry room off of the kitchen area. It should be noted that there is no internet service at the bunkhouse. Past residents have used personal hotspots, aircards, jetpacks, etc. to gain internet access. Additional information and pictures will be provided upon request.

- **Relocation Expenses:** up to \$750 to and from Virginia for a maximum total of up to \$1,500;
- **Personal Transportation:** Personal transportation while stationed at the refuge (e.g., travel from bunkhouse 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.