

Position Description

Eastern Massachusetts National Wildlife Refuge Complex, Sudbury, MA

Location Description

This transportation fellow position will have the incumbent stationed at the U.S. Fish and Wildlife Service's (Service) Eastern Massachusetts National Wildlife Refuge (EMA NWR) Complex in Sudbury, Massachusetts.

Eight refuges are a part of the EMA NWR Complex including:

- Assabet River NWR in Sudbury, Stow, Maynard and Hudson
- Great Meadows NWR in Sudbury, Wayland, Lincoln, Concord, Carlisle, Bedford and Billerica
- Mashpee NWR in Mashpee and Falmouth
- Massasoit NWR in Plymouth
- Monomoy NWR in Chatham
- Nantucket NWR in Nantucket
- Nomans Land Island NWR off Martha's Vineyard in Chilmark
- Oxbow NWR in Harvard, Ayer and Shirley

These eight refuges, located near urban areas, are diverse in the wildlife and habitat they preserve including inland and coastal wetlands, forests, grasslands, and barrier beaches. The complex also protects several threatened and endangered species.

This complex was chosen for the transportation fellows program to assist in improving access, mobility, and connectivity. Over the last several years, the Service has been focusing on improving access and better welcoming visitors to those refuges located near urban cities. To assist the Service in accomplishing this goal, the fellows program has also been focusing on urban refuges.

Job Description

The transportation fellow is expected to:

- Attend a mandatory orientation tentatively scheduled for the week of July 13-17, 2020.
- Commit to a twelve (12) month fellowship term from July 13, 2020 to July 9, 2021 (with the possibility of an extension of up to six (6) additional months for USFWS locations. Extensions will be contingent on funding appropriations, job performance, and location need.)
- Report for work at the EMA NWR Complex.
- Complete a rotational assignment (at both the USFWS Headquarters Office and the regional office) for a total of two months.

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- Attend monthly transportation fellows' group teleconferences (all transportation fellows and mentors), twice monthly individual teleconferences with your mentor, and USFWS Transportation Coordinators teleconferences as needed.
- Host your mentor during one day site visits every six months by creating an agenda and providing an update on initiatives.
- Attend 1-2 conferences.
- Present at a poster session during the Transportation Research Board (TRB) in Washington, D.C. (January 2021).
- Complete a final report and a webinar during the final two to six (2-6) months of the Transportation Fellows Program that discusses the work completed to date.
- 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 transportation fellow prior to their start date and used as a guide throughout their assignment.

Some of the potential projects that the transportation fellow will provide support for during this assignment include:

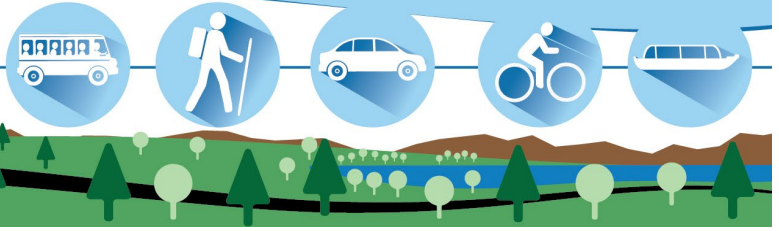
- Assist with connections and access between refuges and from refuges to other public lands in the area;
- Implement safety recommendations from an FHWA Road Safety Audit (RSA) study;
- Create a kayak loan program;
- Improve wayfinding to the units by creating sign plans and arranging for sign installation;
- Potentially work on FLAP applications;
- Identify additional transportation funding sources and write the applications; and
- Assist in development of additional advertising materials 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. Working knowledge of common spreadsheet and database tools;
5. Knowledge of transportation planning and asset management principles and techniques;
6. Ability to assess transportation needs, evaluate and identify priorities, and to modify or develop new approaches to solve transportation or access management challenges;
7. Ability to assist with scoping projects to pilot and implement transportation management systems and programs, potentially working on multiple projects at once;

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8. Ability to assist with assembling grant applications with provided technical information;
9. Familiarity with methods for assessing the sustainability and resiliency of transportation assets;
10. Ability to take initiative and work independently, yet know when to ask for help and guidance;
11. Familiarity with marketing and social media; and
12. General knowledge of the Service and a genuine interest in supporting our collective transportation efforts related to our primary goals.

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: Twelve (12) months (July 13, 2020 to July 9, 2021) with two (2) months of rotational assignments. There is a possibility of an extension of up to six (6) additional months for USFWS locations. Extensions will be contingent on funding appropriations, job performance, and location need.
- Salary: \$3,000/per month, total of \$33,000.
- Benefits: Eligible for benefits, see benefits pdf for details.
- Rent Subsidy: Reimbursement of up to \$1200 per month for 12 months. Note that: (1) a formal lease will need to be provided to WTI and (2) if required, the transportation fellow must provide the first, last, and security deposit.
- Relocation Expenses: Reimbursement of up to \$750 for relocating to and from your home to assignment location, for a maximum total of up to \$1,500. Travel costs from the assignment location to the rotational assignment locations will also be covered (see additional information under travel costs below).
- Personal Transportation: Personal transportation (e.g., travel from your housing to unit, to grocery store, etc.) will be the financial responsibility of the transportation fellow.
- Professional Development: up to \$1000 is available for pre-approved, transportation fellow professional development. Note that this *cannot* be used for professional society membership.
- Travel Costs: Costs for travel to orientation, relocation to rotational locations, conference travel, and occasional business travel will be covered by USFWS/Western Transportation Institute (WTI).
- Federal Non-Competitive Eligibility Status –Transportation fellows who **complete** their assignment will be eligible for federal non-competitive hiring status for two years following the completion of their fellowship. The transportation fellow, with the help of their supervisor, must demonstrate that specific minimum hours work requirements have been met.