



Position Description

National Park Service Washington Support Office Transportation Branch

Location Description

Up to three (3) transportation fellow positions will be available with the National Park Service (NPS) for a full-year (12 month) term. The transportation fellows will first be stationed at the Washington Support Office (WASO) in Washington, D.C. and then will do a rotational field assignment (at either a NPS units or regional office) to implement and advance the work begun at WASO. Field assignments are expected to comprise up to approximately 50% of the total assignment time and locations are to be determined by the WASO Transportation Branch with input of the transportation fellow(s).

The NPS WASO Transportation Branch administers the NPS allocations from the Federal Lands Transportation Program (FLTP), and Transportation Fee Program, which comprise approximately 60% of transportation funding for NPS. The Transportation Branch supports units and regional offices in carrying out transportation planning and project programming activities for all modes of transportation and maintains management systems and tools used by staff throughout NPS. The Transportation Branch's Alternative Transportation Program (ATP) focuses on transit systems, transportation trails, and transportation technology planning and implementation. The Transportation Branch also works closely with the Park Planning and Special Studies Division on long-range transportation planning.

Job Description

The transportation fellow is expected to:

- Attend a mandatory orientation 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 twelve (12) additional months for NPS locations. Extensions will be contingent on funding appropriations, job performance, and location need.)
- Report for work at the NPS Washington Support Office in Washington, D.C.
- Complete a rotational field assignment (at either a NPS units or regional office) comprising up to approximately 50% of the total assignment time. The location will be determined by the WASO Transportation Branch with input from the transportation fellow.
- Attend monthly transportation fellows' group teleconferences (all transportation fellows and mentors), twice monthly individual teleconferences with your mentor, and NPS FLTP coordinators teleconferences as needed.
- Host your mentor during a site visit by creating an agenda for their 1-3 day visit and providing an update on initiatives.
- Attend 1-2 conferences during the assignment period.

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- Develop a TRB poster for presentation.
- 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 these assignments, will be provided to the assigned transportation fellow(s) prior to their start date and used as a guide throughout their assignment.

The WASO Transportation Branch is currently pursuing several programs to advance the state of transportation planning and program management service wide. It is expected that transportation fellows will be assigned to support one or more of these programs, as well as additional, related projects. Field rotational assignments will be chosen to provide opportunities to implement work in these areas.

- **Transportation Trails** – Support the development of an inventory of transportation trails; develop and implement a methodology for regular condition inspections, and a performance management system
- **Transit Systems** - Document assets which support each NPS transit system; develop and implement a methodology for regular condition assessments of assets to inform project planning and programming
- **Emerging Mobility** – Participate in emerging mobility working group; scope potential pilot projects of new mobility technologies and services; assist with implementing pilot projects; conduct research on new mobility technologies and develop case studies and guidance on their use in an NPS context
- **Infrastructure Sustainability and Resiliency** – Scope and participate in infrastructure vulnerability assessments; incorporate sustainability and resiliency into transportation planning process
- **Transportation Safety** – Scope and participate in road safety audits; analyze and visualize roadway safety data; participate in the development of the NPS Safety Management System

Skills and Qualifications

1. Strong oral, writing, and graphic communication skills to interact with federal, state, and local agencies, interest groups, partners, NPS regional office staff, and NPS unit 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 asset 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;
8. Familiarity with methods for assessing the sustainability and resiliency of transportation assets; and
9. Ability to take initiative and work independently yet know when to ask for help and guidance.

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10. General knowledge of the National Parks 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 at least 50% in a rotational field assignment. There is a possibility of an extension of up to twelve (12) additional months for NPS 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, (2) if required, the transportation fellow must provide the first, last, and security deposit, and (3) due to the rotational assignment, the fellow will likely need two different leases, one in Washington D.C. for the first part of the assignment and a second at the rotational location for the remainder of the assignment.
- Relocation Expenses: Reimbursement of up to \$750 for relocating from your home to Washington, D.C. and up to \$750 from the rotational field assignment location back to your home location, for a maximum total of up to \$1,500. Travel costs from Washington D.C. to the rotational field assignment location will also be covered (see additional information under travel costs below).
- Personal Transportation: Personal transportation while stationed in Washington D.C. and at the field assignment location (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 field rotational locations, conference travel, and occasional business travel will be covered by NPS/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.