



## Crab Orchard National Wildlife Refuge Position Description

### Program Description

The 2023 Public Lands Transportation Fellows Program provides paid opportunities to advance the transportation workforce by attracting our next generation of public stewards to the field of transportation—through unique opportunities for career development and public service on key visitor transportation issues. Fellows work closely under the coaching and mentoring of staff of Federal Land Management Agencies (FLMAs), *such as the National Park Service and U.S. Fish & Wildlife Service*, to facilitate transportation planning or implementation projects for transportation solutions that preserve valuable resources and enhance the visitor experience. Through service at a unit or region/field office, fellows are invited to incite innovative change in our transportation systems and environmental lands management through significant contributions that advance cost-effective sustainability

### FLMA Description

This fellow position will work with the National Wildlife Refuge (NWR) System of the U.S. Fish & Wildlife Service (Service). The mission of the NWR System is to administer a national network of lands and waters for the conservation, management and, where appropriate, restoration of the fish, wildlife and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.

### Location Description

This transportation fellow position will be stationed at the Service's Crab Orchard NWR located in Marion, Illinois (approximately 2 hours from St. Louis, MO; 3 hours from Nashville, TN; and 5 hours from Chicago, IL).

[Crab Orchard National Wildlife Refuge](#) was established on August 5, 1947. The refuge is made up of 44,000 acres and is complexed with the 17,000 acre Cypress Creek NWR, both located in Southern Illinois. Crab Orchard NWR has four legislated purposes of wildlife, agriculture, recreation, and industry. The refuge also has designated wilderness and an ongoing CERCLA site. The refuge has three large reservoirs, several smaller wetlands, forest, grassland, and streams. The topography of the refuge varies from flat to rolling to large hills and cliffs in the southern portion with abundant wildlife resources. Public visitation nears one million each year with refuge recreational amenities including campgrounds, a marina, group camps, fishing piers and a Visitor Center.

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### Job Description

As a fellow, you will be an employee of the Western Transportation Institute (WTI) at Montana State University (MSU) Bozeman. Through WTI, you will be provided with an orientation, professional development opportunities, the ability to attend conferences to build a professional network, and a transportation mentor to provide you with guidance. Through the Service, you will be provided with an onsite supervisor as well as a workspace and computer at Crab Orchard NWR.

At the start of their assignment, fellows are provided with a detailed scope of work (SOW), including tasks, deliverables, and approximate work schedule to guide them throughout their assignment. This SOW includes the transportation priorities outlined by staff at the Crab Orchard NWR. Within the first few months of their assignment, fellows will be able to work with staff to suggest updates to this SOW based on their expertise, passions, and exploration of the refuge.

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

- Work to identify how the unit can fit into the proposed Electric Vehicle corridor
- Plan and implement use of the units traffic counters
- Assist in implementing recommendations from the Road Safety Audit
- Assist in coordination and implementation of the Crab Orchard Greenway, a Multimodal Trail
- Project administration and coordination with contractors and stakeholders for the Wolf Creek Bridge Replacement
- Assist with plans for improving wayfinding (e.g., maps and signage)
- Conduct stakeholder outreach in the area

More detailed information about the potential projects will be provided upon request.

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### Fellow Expectations

- Commit to an eighteen (18) month fellowship term.
- Report to duty at the Crab Orchard NWR.
- Attend an in-person orientation at Montana State University in Bozeman at the beginning of the fellowship (date TBD).
- Complete a rotational assignment (at both the USFWS Headquarters Office and the regional office) for a total of two months.
- Attend twice monthly transportation fellows' group video conferences, twice monthly individual phone calls/video conferences with your WTI mentor, and USFWS Regional Transportation Coordinators (RTC) video conferences as needed.
- Host a 1-3 day site visit for your mentor and provide them an agenda with an update on initiatives.
- Attend 1-2 conferences (TBD).
- Present at a poster session during the [Transportation Research Board](#) (TRB) in Washington, D.C. (January 2024).
- Complete a final report and a webinar that discusses the work completed during the fellowship.
- Travel for occasional business as needed as part of the effort.

### 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. Excellent working knowledge of GIS and mapping tools;
5. Working knowledge of common spreadsheet and database tools;
6. Knowledge of transportation planning and asset management principles and techniques;
7. Ability to assess transportation needs, evaluate and identify priorities, and to modify or develop new approaches to solve transportation or access management challenges;
8. Ability to assist with scoping projects to pilot and implement transportation management systems and programs, potentially working on multiple projects at once;
9. Ability to assist with assembling grant applications with provided technical information;
10. Familiarity with methods for assessing the sustainability and resiliency of transportation assets;
11. Ability to take initiative and work independently, yet know when to ask for help and guidance;
12. Ability to work in a small team and willingness to assist with some day-to-day tasks and issues;
13. Familiarity with marketing and social media; and
14. General knowledge of the Service and NWR system and a genuine interest in supporting our collective transportation efforts related to our primary goals.

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### 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.

### Financial Package

- Assignment Period: Eighteen (18) months including two (2) months of rotational assignments.
- Salary: \$24.23/hour or \$50,400/year
- Benefits: Eligible for benefits through MSU (<https://www.montana.edu/hr/recruitment-hiring-onboarding/FY23%20Benefits%20Overview.pdf>)
- 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 reimbursed/covered by 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 hour work requirements have been met.