



ROCKY MOUNTAIN YOUTH CORPS 2024 Facilities Intern

- Partner Agency:** US Forest Service Medicine Bow-Routt National Forest and Thunder Basin National Grassland(MBRTB)- Laramie Ranger District
- Positions Available:** 2
- Location:** Laramie, WY
- Tentative Dates:** May 20th - September 14th, 2024 (or upon completion of 17 weeks).
- Stipend:** \$650/week living allowance. Total amount will be \$11,050.
- AmeriCorps:** 675-hour AmeriCorps Education Award (\$2,626.27) upon successful completion
- Plus:** Boot/gear reimbursement up to \$400
Housing allowance up to \$150/week
Public Land Corps Hiring Authority upon completion of 640 hours on public lands.

Program Overview:

Serves as maintenance mechanic helper performing simple and routine tasks, as well as minor computer technical and data management support for MBRTB Engineering. Assists in the trades such as carpentry, plumbing, electrical and painting by performing basic tasks incidental to the trades. Assists in preparatory work by assembling tools and materials and carrying them to the job site. Assists journeymen in performing miscellaneous work such as stripping forms, threading pipe, pulling wire, etc. Learns to use a variety of hand and power tools in accomplishment assignments. Cleans work area and tools. Note: Some individual positions may not perform work in all the areas listed below, but all positions must perform work in at least two trade areas to be covered by this position description.

Carpentry: Assists maintenance mechanic in construction/alterations/repairs of items and wooden structures doing tasks such as: Measures and cuts materials to required lengths and dimensions. Installs structural and trim items by nailing, bolting, mortising, doweling, and gluing. Uses a variety of common hand and power tools, and basic assembly and fastening procedures.

Plumbing: Assists in repair and replacement of items such as faucets, flush valves, pipes, fittings, and connections.

Electrical: Helps to repair/replace burned out switches and relays, loose connection and fittings, damaged light fixtures. etc.

Painting: Assists in preparing surfaces and painting new lumber and other material that have been installed as a result of repair work. Mixes and thins paints, applies prime and finish coats to surfaces. Applies material so that the surfaces are free from skips, runs, and drips.

Building and Grounds Maintenance: Assists with repairs to various facilities and grounds such as repairs to drainage systems, roofs, grounds and street repairs, flooring, and other miscellaneous tasks.

Operates motor vehicles in performance of assigned duties. Loads and unloads materials and equipment. Performs vehicle maintenance in accordance with established instructions, rules and regulations.

Cleans working area upon completion of assignments and removes waste materials from the area. Cleans and cares for tools and equipment.

Service is performed under close supervision with detailed explanations of assignments, procedures, and techniques given. Receives guidance and instructions in the use of tools and materials. Tasks are checked frequently during progress and a detailed review is made upon completion. Supervisor or higher-grade mechanics are readily available to resolve problems or answer questions arising during the performance of assigned tasks. When performing routine and repetitive tasks, receives general instructions with assignment and advice concerning anticipated difficulties, with intermittent inspection for compliance with instructions and acceptability of tasks. Employee is responsible for maintenance of equipment, for safe operation of power equipment and hand tools, and adhering to all safety procedures.

In addition to construction trade-related tasks, incumbent assists USFS Engineering with various IT related duties and receives on-the-job training which is suitable for career development in Engineering. Attends meetings with managers and supervisors to help formulate improvement plans and strategies; collects, reviews, evaluates, and interprets data. Assists with routine maintenance of electronic files and reference manuals. Serves cooperatively and coordinates with coworkers, supervisors, and senior Engineering staff.

Performs other duties as assigned.

General Qualifications:

This position contains a combination of duties in various series including the maintenance and repair of grounds, exterior structures, buildings, and related fixtures and utilities, requiring the use of a variety of trade practices associated with occupations such as carpentry, plumbing, electrical, painting, and other related trades. Ideal candidate will possess:

- Basic knowledge of carpentry sufficient to select and use common tools to measure, cut, join, and square structures of parts of structures.
- Skill in using common tools such as hammers, saws, screwdrivers, and power tools such as portable circular saws, nailing machines, drill presses, and table and radial arm saws.
- Basic knowledge of painting to perform simple tasks such as painting with brushes and rollers on interior and exterior surfaces where fine finish is not a requirement.

- Skills and knowledge in repairing/replacing, with assistance, burned out switches and relays, loose connections, and fittings.
- Skills and knowledge in the replacing, with assistance, faucets, flush valves, pipes, fittings, and connections.
- Able to lift and move materials up to 40 pounds, unassisted, and occasionally lift or move heavier items with the assistance of lifting devices or other workers. Required to stand, stoop, and bend. Kneeling, climbing on ladders, and performing in tiring and uncomfortable positions and where parts of the system are in hard-to-reach places.
- Knowledge of, and skill in applying, standardized rules, procedures, and concepts related to information technology: basic keyboarding skills using word processing or other common software, data processing rules and operating procedures, and processing methods for basic technical support tasks.
- Within established procedures the incumbent independently performs recurring work, adjusting to accommodate deviations in work methods based on experience and precedent actions. Unfamiliar situations or deviations from established practices are referred to the supervisor or other engineers for resolution.

Expectations:

Service is reviewed by a higher graded employee, who reviews completed tasks closely to verify accuracy and conformance to required procedures and any special instructions. The findings and conclusions are reviewed to ensure they are supported by facts. Typically, detailed reviews are done for the more difficult tasks of a type that the employee has not previously done.

Guidelines for service procedures consist of agency publications, directives, handbooks, standard procedures, and established practices governing program operations. Judgment is used in selecting and applying the most appropriate guidelines. Determines the appropriateness and applicability of any minor deviations within existing guidelines for engineering. Will refer any significant deviations or situations to the supervisor for assistance.

Personal contacts are with employees and managers in the agency, both inside and outside the immediate office or related units, as well as employees, representatives of private concerns (vendors), in moderately structured settings. Contact with employees and managers may be from various levels in the agency, such as: headquarters, Regions, other operating offices at the same location (representatives of Departments within the agency, human resources, and budget personnel).

Service Statement:

As an AmeriCorps service program, RMYC holds all its staff to the highest standards of service focused on environmental stewardship, education, and healthy futures. AmeriCorps is a federal program that is a network of local, state, and national service programs that connect over 70,000 Americans each year in intensive service to meet community needs. Their mission is to strengthen communities and develop leaders through direct and team-based national and community service. We provide resources and people power to organizations dedicated to the improvement of communities. We enrich the lives of those we serve and those who serve. Participants grow personally and professionally gaining new skill

sets through providing hands-on work experience, valuable networking opportunities, and professional skills training. Why do you want to serve with AmeriCorps? Spending a season serving with AmeriCorps through RMYC can be a life-changing and rewarding experience. Successful candidates will demonstrate a commitment to service, diversity, self-development, and the team environment.

Requirements:

- High School Diploma or equivalent
- 18 Years of age or older with a valid driver license and clean driving record.
- This position is supported by the Public Lands Hiring Authority which requires candidates to be between the ages of 16 to 30.
- Pre-service background screening required, including FBI background check
- Must be eligible for enrollment in AmeriCorps as a US Citizen, National, or Lawful Permanent Resident. Documentation will be required on the first day.

CONDITIONS OF AGREEMENT: AmeriCorps members will be subject to all state and federal laws, and the rules and regulations of OSHA and RMYC. The member is expected to fully understand and adhere to the rules, regulations and code of conduct as described in the AmeriCorps member manual. 10/19 Policy violations will result in disciplinary action according to program guidelines, including written warnings, fines, suspension without stipend, and/or termination. The AmeriCorps member is accountable for meeting or exceeding the responsibilities of this position as described above, and will be evaluated at mid-term and end-term by Corps Program Staff, with input from project hosts. Successful completion is contingent on both AmeriCorps education award hours and service through the agreed upon term end date.

This position is classified as Temporary Exempt and is a seasonal position with no benefits.

Rocky Mountain Youth Corps is an Equal Opportunity Employer. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request.

This program is available to all, without regard age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

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Member Name

Signature

Date