

U.S. Fish & Wildlife Service
Sacramento NWR Complex
Volunteer Opportunity

Position Title: Maintenance Assistant Volunteer

Supervisor: TBD

Objective: The volunteer is responsible for assisting the field crew staff in maintaining the facilities (grounds, trails, etc.) to help visitors in their enjoyment and understanding of the Sacramento National Wildlife Refuge Complex's natural resources. Looking for at least 1 person to work between late February – early June 2018.

Duties: The volunteer will work primarily on-site at the Sacramento National Wildlife Refuge assisting staff in maintenance operations. The volunteer will assist in cleaning, weeding, mowing, upkeep of signage and kiosks, tree trimming and various other duties as needed.

Duty Station: Sacramento NWR, Willows, CA (then travel to refuges when needed)

Qualifications:

- Ability to clearly understand the purpose of the refuge, its wildlife and visitor services programs, the National Wildlife Refuge System and the location of the refuge lands.
- A desire to treat volunteer service as a serious responsibility.
- An interest and ability to perform physically active work and have an interest or background in working on hunting and maintenance-type projects.
- Ability to work in the field with possible exposure to ticks, stinging insects, poison oak, and inclement weather conditions including hot or cold temperatures, walking on uneven ground, walk in water with waders, lift and bend. Must be able to lift at least 25 lbs., use a step ladder, and to perform physical active work.
- Complete training when needed, wear the refuge volunteer uniform properly, and report to duty on schedule.
- Takes initiative to complete job duties with diligence and excellence.
- Organized, motivated, flexible and able to complete tasks in a timely manner.
- Ability to work effectively with people of various perspectives and temperaments.
- Ability to work on a team, assisting staff and visitors whenever needed, and approach duties with a positive attitude.
- Possess a valid driver's license and ability to drive U.S. Fish and Wildlife Service (FWS) vehicles.
- Flexibility with variety of duties and daily plans.
- Able to pass a background check which includes fingerprinting.

Major Duties (Other duties may be assigned as needed)

Assist Refuge staff with a variety of work related to visitor services at the Complex. Specific projects may include:

- Assist in cleaning and fixing signs, control wasps, paint gates, assist in spraying nonnative plants, etc.
- Assist in habitat management through various means such as tree trimming, weed eating, trail maintenance, using McCloud, etc.

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- Wash and clean interior and exterior of visitor service's vehicles.
- Fill vehicles with fuel when needed.
- Clean and maintain public restrooms and trash on auto tour 1 times per week.
- Maintain trails and update kiosks.
- Check for maintenance needed on viewing platform deck, scopes, rails, etc.
- Drive to various refuges/units to check brochures, auto counter, etc.
- Work on the native plant garden (gardening, watering, weeding, planting plants, etc.)
- Possibly monitor milkweed plants and monarchs
- Collect native plant seeds
- Monitor wildlife for diseased/dead individuals. Will contact staff for pick up.
- Trash pickup. Will be aware of any unsafe objects and hazards and will use gloves.

Obligations:

- Complete the training needed to perform the assigned duties safely and efficiently. Follow all safety and health requirements including the use of personal protective equipment and instructions. Report unsafe conditions, concerns, or close calls to your supervisor immediately.
- Provide own transportation to and from the primary duty station. May drive government vehicle while working as a volunteer but must possess a valid state driver's license and follow all vehicle safety protocols including wearing a seat belt, not using a cell phone while driving, and adhere to the 15 mph speed limit on refuge lands. Vehicle travel on the refuge is restricted to roads and levees unless other arrangements have been coordinated with refuge staff.
- Willing to serve without monetary compensation.
- Report for work on dates and times as agreed with your supervisor.
 - Work will be coordinated with the supervisor to determine exact locations and access routes to avoid conflicts with other projects/programs.
 - Tour of duty will be set with supervisor for approximately 3-4 days a week (no federal holidays). Exact times will be set with supervisor.
 - The refuge reserves the right to change the volunteer work schedule in order to meet supervision needs and housing availability.
- Use of the refuge is permitted only for authorized purposes and times.
- Required to have a personal cell phone for emergencies and communication with supervisors.
- Use of the refuge is permitted only for authorized purposes and times.
- Willingness and flexibility to assist staff and visitors when needed.
- Vehicle travel is restricted to roads and levees unless other arrangements have been coordinated with refuge staff.
- Park only on mowed roads or other mowed areas or areas with short vegetation to minimize fire risk.
- Leave all gates as found.
- Maintain all sites clean and orderly, no dumping, burying, or leaving refuse is permitted.
- Line keys to be returned to supervisor at the end of the work day.
- Work cooperatively as a member of the refuge team.

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- Will conduct personal affairs in a manner that does not adversely affect the FWS or their own integrity, reputation or credibility.
- Willing to contribute a minimum of 24 hours per week for 3-4 months to receive government housing (RV space or bunkhouse). Occupants are expected to abide by the bunkhouse rules.
- If using a government computer, volunteers will follow the Rules of Behavior for Network Resources and agree to the responsibilities, security measures, and expected behavior outlined in that document. A failure to follow them can result in disciplinary action.
- Volunteers also help protect refuge resources and visitor safety by informing visitors of potential safety hazards, conducting programs in a safe and orderly manner, and reporting safety hazards and law-breaking to their supervisor or to law enforcement. Volunteers will not engage in law enforcement.
- Commitment to adhere to the FWS and California Department of Fish and Wildlife conservation regulations.
- FWS volunteers are not considered to be Federal employees for any purposes other than tort claims and injury compensation. Volunteer service is not creditable for leave accrual or any other benefits. However, volunteer service is creditable work experience.

Criteria for Dismissal:

The following can result in immediate dismissal:

- Missing a work period without prior notification or constant absenteeism.
- Not completing or following the qualifications or obligations above.
- Disrupting the effectiveness, quality, or success of the refuge operations.
- Not following USFWS and/or refuge specific regulations (such as closed areas) without prior permission from a supervisor.
- Misuse of government property including vehicles, keys or use of closed areas.

To apply:

Fill out an application on our website: <https://www.fws.gov/refuge/Sacramento/volunteer.html>

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Qualified applicants will be contacted for an interview. We prefer applications between August – November.