About the Agency

The BLM seeks a dynamic and energetic student to join its team and gain valuable work experience as a Student Trainee (Recreation) in the Montana State Office, Central Montana District, Lewistown Field Office, in Lewistown, Montana. Information about the Lewistown area can be found at the Lewistown Chamber of Commerce website.

Explore a career with the BLM - where our people are our greatest natural resource. The BLM manages more land - approximately 245 million acres of surface resources - than any other Federal agency. This land, known as the National System of Public Lands, is primarily located in 12 Western states, including Alaska. The Bureau, with a budget of about $1 billion, also administers 700 million acres of sub-surface mineral estates throughout the nation. The BLM's multiple-use mission is to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations. For additional information about the BLM, please visit Our website.

This position is for students accepted for enrollment or are currently enrolled and seeking a degree (diploma, certificate, etc.) in an accredited high school, technical or vocation school, 2-year or 4-year college or university, graduate or professional school, on a full- or half-time basis (as defined by the academic institution in which the student is enrolled).

This is a temporary, excepted service appointment under the BLM Pathways Internship Program that is expected not-to-exceed 120 days during the 2015 summer season. This type of appointment is intended only for temporary projects, to perform labor-intensive tasks not requiring subject matter expertise, or to fill traditional summer jobs. The BLM will require the selected applicant to complete a Participant Agreement in which it shall document the anticipated start and end dates for this temporary appointment.

TRAVEL REQUIRED

- Occasional Travel
- Travel in the field or to attend meetings and/or training may be required.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must be a U.S. Citizen.
- Security Clearance/Background Investigation is required.
• Be sure to read the "How to Apply" and "Required Documents" sections.
• Cannot hold an active real estate license.
• Cannot have interest or hold stocks in firms with interest in Federal Land.
• Direct deposit is required.

DUTIES: Back to top This internship is to provide a learning opportunity for a student and to improve their knowledge and skill level with work experience in a working environment. The intern will accomplish duties in support of the outdoor recreation program. Duties may include, but are not limited to:

• Participating in field studies which includes gathering information, recording data in a prescribed format, and entering and retrieving data from automated databases.
• Conducting visitor patrols to record visitor use, identify obvious facilities maintenance or repairs required, collection fees, collect comment cards, and identify unauthorized use.
• Performing maintenance tasks and basic repairs to trails and campground facilities, installing signs, removing litter and cleaning facilities.
• Providing information to visitors such as proper use of facilities, items of interest in the area, areas or wildlife that are hazardous, and location of other facilities.

Physical requirements and work environment: Position requires the use of motor vehicles, specifically 4-wheel drive vehicles or ATVs. involves frequent field work requiring a considerable amount of walking, riding, stooping, bending, and lifting and where exposure to extreme heat and cold, rough terrain, insects, snakes, and other hazards are common. Incumbent will need to adhere to all safety procedures to mitigate hazards encountered.

QUALIFICATIONS REQUIRED: Back to top To be eligible, an applicant must:

• Be at least 18 years of age or older for an arduous or hazardous duty position
• Be a student who has been accepted for enrollment or is currently enrolled at least half-time in a degree (diploma, certificate, etc.) seeking program in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
• Possess a cumulative GPA of at least 2.0 or higher.

Selective Placement Factors: This position requires special qualifications that have been determined to be essential to perform the duties and will be used as screen out elements. Those who do not provide evidence they possess the following selective factor(s) will be rated not qualified:

• A current and valid state driver's license
• Demonstrated experience to operate both a 4-wheel drive vehicle and an All Terrain Vehicle (ATV).

To qualify for the GS-04: You must have completed 2 academic years of post-high school study or an associates degree OR 1 year of general experience that demonstrated your ability to do the work of the position, OR 6 months of general experience and 6 months of specialized experience directly related to the position such as: working in public or private recreation programs; working as a teacher's aide in a recreation program; performing any aide work in a State or National park with duties related to the recreational activities of visitors and/or maintenance to campsites, trails, picnic areas, boating and fishing areas.

In order to assess you meet a qualified status for this position and to refer you to the hiring manager, the agency must be able to determine that you meet the qualifications based on completed education OR experience as defined above.

You will need to clearly state in the resume your undergraduate and/or graduate degree(s) and submit your college transcripts, or a listing of your college courses that includes hours and grades.

You must meet all eligibility and qualification requirements by the closing date of the announcement.

HOW YOU WILL BE EVALUATED: Once you complete and submit your application package, a review of your application will be made to ensure you meet the minimum qualification requirements for the job. Your eligibility and qualification status will be based on a human resources assessment conducted using qualification standards, your responses to the job-related questions, information provided in your resume, and required supporting documents (see the Required Documents section). Veterans preference applies to the selection for positions in the Pathways Programs. The examination and selection of applicants will be made in accordance with requirements of 5 CFR Part 302.

Eligible and qualified student applicants will be referred to the hiring manager in unranked order by veteran preference status: (1) Preference eligibles having a compensable, service-connected disability of 10 percent or more; (2) all other candidates eligible for 10-point veteran preference; (3) candidates eligible for 5-point veteran preference; and (4) candidates not eligible for veteran preference.

The information provided in your resume along with your responses to the Job Specific Questionnaire will be applied to your overall qualification determination. The job specific questions are related to the following:

• Knowledge of processes, methods, and procedures associated with trainee level duties combined with a basic grasp of technical concerns to perform the full range of outdoor recreation standardized support duties.
• Knowledge of computer capabilities sufficient to produce reports with graphics, simple maps, spreadsheets, and enter, retrieve and manipulate data.
• Ability to use common hand tools
• Ability to safely operate 2 and 4-wheel drive vehicles and ATVs.

On-line Questionnaire:

Please make sure that your responses to the on-line questionnaire are supported in your resume.

To preview questions please click here.

BENEFITS: Back to top You can review our benefits at:
http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/

The selectee of this position will be eligible for annual and sick leave.

The selectee of this position is ineligible for benefits (e.g., life insurance; retirement including the Thrift Savings Plan; and long term care insurance). However, after 1 year of continuous service, the selectee of this position may become eligible to enroll in the health benefits program though at full cost at his/her own expense.

OTHER INFORMATION:

• If selected, you will be required to pass a physical examination.
• The selectee is not eligible for promotion without competition.
• Selective Service: Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. To register or verify your registration go to the Selective Service Website.
• If selected, you will be required to sign a Pathways Participant Agreement.
• Travel, transportation and relocation expenses will not be paid by the Department of the Interior. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected employee.
• Government facilities are required to provide a smoke free environment for their employees. Smoking will be permitted only in designated areas.
- Student Trainee jobs in Lewistown, MT
- Jobs at Bureau of Land Management in Lewistown, MT
- Student Trainee salaries in Lewistown, MT