

April 8, 2019

TITLE: Bus Maintenance (Contracts) Intern
EMPLOYMENT TYPE: Temporary (Non-Exempt)
DIVISION: Bus
APPLICATION DEADLINE: Friday, May 3, 2019
PAY RANGE: \$18.00/hour
WORK LOCATION: San Carlos, California
WORK SCHEDULE: Starting June 17, 2019 – 320 Hours Maximum

INTERNSHIP PROGRAM MISSION:

The Internship Program gives students the opportunity to apply the skills that they have learned in the classroom. In addition, the program gives students the opportunity to consider a career in the transit industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

JOB SUMMARY: The Bus Maintenance (Contracts) Intern will report to the Maintenance Contract Administrator and will assist in contract management (contract life cycle) of bus maintenance operating and capital procurements including rolling stock; will assist with the project management of rolling stock procurement including acceptance and disposition process; will assist in Inventory and Materials Management (Supply Chain) where appropriate; and will assist with the operating side of bus maintenance.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Procurement of rolling stock
- Rolling stock acceptance and disposition
- Contract Administration
- Perform audits
- Research projects for bus maintenance

EXAMPLES OF DUTIES:

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: The Bus Maintenance (Contracts) Intern will work under the supervision of the Maintenance Contract Administrator, who will establish goals and objectives, and evaluate performance.

MINIMUM QUALIFICATIONS:

- The Bus Maintenance (Contracts) Intern must be currently enrolled as a Junior or Senior undergraduate, or a graduate student in Procurement and Supply Management, logistics, contract or

project management or other related program with an interest in transit operations and planning.

- Must be proficient in the use of word processing and spreadsheet programs.
- Strong research skills, attention to detail, and interpersonal / communications skills

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

SELECTION PROCESS MAY INCLUDE:

Applications will be screened for minimum qualifications and completeness. Finalists will be interviewed by a selection panel.

EMPLOYMENT BENEFITS AT SAMTRANS:

Free transportation on SamTrans buses. Incentives are offered for riding other forms of public transit, and for carpooling to and from work.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer
Minorities/Women/Persons with Disabilities/Veterans**