

January 23, 2019

TITLE:	Bus Operations Planning Intern
EMPLOYMENT TYPE:	Temporary (Non-Exempt)
DIVISION:	Bus
APPLICATION DEADLINE:	Friday, March 1, 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 Operations Planning Intern will report to the Senior Planner and will assist the planning and scheduling team in the acquisition, computation, summarization of ridership data, and as well as assist in monthly reporting. This position will include training on the basics of transit/service planning, data analysis, service design, and bus operations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Conduct on-board passenger count ride check surveys, counting passengers by stop.
- Perform spot checks at various locations within the SamTrans service area.
- Review ridership data to identify poor-performing trips or route segments.
- Analyze on-time performance at trip, route, and system levels to recommend service adjustments that positively affect customers.
- Review customer service complaints and identify major issues to the planning team.
- Support the preparation of various reports for presentation to the SamTrans Board.

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.
- Duties may include long periods of time spent surveying and riding on board transit buses.
- Perform other duties as assigned.

SUPERVISION: The Operations Planning Intern will work under the supervision of the Senior Planner, who will establish goals and objectives, and evaluate performance.

MINIMUM QUALIFICATIONS:

- The Operations Planning Intern must be currently enrolled as a Junior or Senior undergraduate, or a graduate student in computer science, planning, geography, or other related program with an interest in transit operations and planning.
- Must be proficient in the use of word processing and spreadsheet programs.
- Experience with GIS, database, and Adobe software is a plus.

SELECTION PROCESS MAY INCLUDE:

Applications will be screened for minimum qualifications and completeness. Finalists will be interviewed by a selection panel. Selected candidate will be subject to background investigation.

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.

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.

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