

JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 8, 2019

TITLE: Caltrain Modernization Office Engineering Intern (2)
EMPLOYMENT TYPE: Temporary (Non-Exempt)
DIVISION: Rail
APPLICATION DEADLINE: Friday, May 3, 2019
PAY RANGE: \$18.00/hour
WORK LOCATION: 2121 S. El Camino Real, San Mateo, 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 Caltrain Modernization Program (CalMod) Engineering Interns will assist engineering and construction professionals with the current on-going construction of the Peninsula Corridor Electrification Project (PCEP), which is converting the current diesel operating Caltrain Corridor to a 25 kV electrified corridor.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Provide essential support to the office engineering team with various construction related documentation and data analysis for the PCEP.
- Assist office engineer staff with input and analysis of data from construction diaries, prepare reports and graphics for meetings, and prepare meeting minutes.
- Assist and observe field inspection staff with field inspections.
- Work on a variety of job assignments, both in the office and the field.

EXAMPLES OF ESSENTIAL 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 follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

SUPERVISION: This position will work under the direction of Deputy Director, Project Delivery and assigned consultant Office Engineer Staff, who will establish goals and objectives, and evaluate performance.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled as a Junior or Senior undergraduate, or a graduate student in Civil Engineering, Electrical Engineering, Construction Engineering or a related program.
- Must have a basic understanding of civil engineering principles and the construction process.

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- Must be organized and able to work independently on assignments once sufficient direction has been given.
- Candidate should be proficient in the use of Microsoft Office Suite and spreadsheets, with preference given to candidates who are familiar with CADD software and/or scheduling software.

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**