

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline (650) 508-6308

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January 22, 2019

**TITLE:** Caltrain Planning Intern (2 Vacancies)  
**EMPLOYMENT TYPE:** Temporary (Non-Exempt)  
**DIVISION:** Rail (Planning)  
**APPLICATION DEADLINE:** Friday, March 1, 2019  
**PAY RANGE:** \$18.00/hourly  
**WORK LOCATION:** 1250 San Carlos Avenue, 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 Caltrain Planning Interns will report to a Principal Planner and will assist with technical analysis and coordination related to a number of planning projects. Such projects could include, but are not limited to, station visioning and planning, grade separation projects at various stages of development, bike parking implementation projects, bike share and scooter policy, rail corridor land use policy, etc.

## **EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:**

- Collect, analyze, and interpret transportation data and perform research as needed.
- Summarize transportation data and research into public-facing project reports and other documentation.
- Participate in community outreach efforts in support of key projects.
- Perform occasional field work off-site.
- 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:** The Planning Intern will work under the guidance and direction of a Principal Planner who will establish goals and objectives and evaluate performance.

## **MINIMUM QUALIFICATIONS:**

- The Planning Intern must be currently enrolled as a Junior or Senior undergraduate or graduate student in Urban / City Planning, Transportation Planning, Civil Engineering, Public Policy, or related program.
- Intern must have a basic understanding of transportation, transit and land use planning principles.
- Candidate must be well organized and able to work independently on assignments once sufficient direction has been given.
- Candidate should have strong writing and research skills; math/statistical analysis skills a plus.
- Proficiency in the use of Adobe suite, MS Word and MS Excel. Familiarity with GIS and database software is preferred, but not required.

## **SELECTION PROCESS MAY INCLUDE:**

Applications will be screened for completeness and minimum qualifications. Finalists will be interviewed by an election 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](http://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**