

JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

April 8, 2019

TITLE:	Engineering/Planning Intern Transportation Authority
EMPLOYMENT TYPE:	Temporary (Non-Exempt)
DIVISION:	Planning, Grants, Transportation Authority
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 transportation industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

JOB SUMMARY: The Transportation Authority Intern will report to the Director, Transportation Authority and support the Street and Highway, the Bicycle and Pedestrian, Shuttle and Railroad Grade Separation programs as well as the development of Strategic Plan 2020-2025. Typical projects include highway interchange reconstruction, managed lanes, bicycle and pedestrian improvements, and grade separation.

EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:

- Gather and analyze data through research or outreach
- Conduct field review and observation with project staff
- Prepare and review reports, meeting minutes and technical studies prepared by others
- Assist project managers in scheduling, budgeting and scoping of transportation improvement projects
- Attend project meetings
- 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 the Director, Transportation Authority who will establish goals and objectives and evaluate performance.

MINIMUM QUALIFICATIONS:

- The Engineering/Planning Transportation Authority Intern must be currently enrolled as a Junior or Senior undergraduate, or as a graduate student in Civil Engineering or Planning with a transportation focus.
- Candidate must be well organized and able to work independently on assignments once sufficient direction has been given.

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Candidate should have strong writing and research skills; math/statistical analysis skills a plus.
- Proficiency in the use of MS Word and MS Excel.
- Proficiency 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. Successful candidates must be approved by college or university.

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**