

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline (650) 508-6308

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January 22, 2019

**TITLE:** Rail Operations Intern  
**EMPLOYMENT TYPE:** Temporary (Non-Exempt)  
**DIVISION:** Rail (Operations)  
**APPLICATION DEADLINE:** Friday, March 1, 2019  
**PAY RANGE:** \$18.00/hourly  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Starting June 18, 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 Rail Operations Intern works under the guidance and direction of the Manager, Rail Operations. The intern will assist staff in the development of daily operations and service quality monitoring and design, development of long-term improvement plans and other duties as assigned.

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

- Work with staff to evaluate daily operations of Caltrain, including quality of service and customer experience.
- Collect data through field visits to station sites, analyze data, and write reports recommending improvements.
- Conduct peer research
- 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 Rail Operations Intern will work under the direction of the Manager, Rail Operations, 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 transportation or planning program.

## **OTHER REQUIREMENTS:**

- Proficiency in MS Word and MS Excel is required.
- Possess good oral and written communication skills.
- Ability to work well with others.

**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