

JOB OPENING ANNOUNCEMENT

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Employment Hotline (650) 508-6308

January 22, 2019

TITLE: Safety & Security Intern
EMPLOYMENT TYPE: Temporary (Non-Exempt)
DIVISION: Administrative (Safety and Security)
APPLICATION DEADLINE: Friday, March 1, 2019
PAY RANGE: \$18.00/hour
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 Safety and Security Intern will report to the Deputy Director, Safety and Security Development. The Intern will assist the Safety and Security staff with various projects including the development of a Safety Data Sheet (SDS)/Material Safety Data sheet (MSDS) database.

EXAMPLES OF ESSENTIAL FUNCTIONS AND DUTIES:

- Develop Safety Data Sheet (SDS)/Material Safety Data Sheet (MSDS) database
- Perform audit of inventory list against physical inventory
- Assist with downloading of digital video recording and ensure Chain of Custody paperwork is retained.
- 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, Safety & Security, 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, Mechanical, Industrial Engineering, Industrial Design, Geography, Environmental, Urban studies or Planning.
- Must have a basic understanding of civil engineering principles and the construction process.
- Must be organized and able to work independently on assignments once sufficient direction has been given.
- Proficient in Microsoft Office Suite products.

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**