



INTERNSHIP JOB ANNOUNCEMENT

Apply On-line at www.samtrans.com/jobs
Employment Hotline (650)

February 24, 2023

TITLE: Summer Intern
EMPLOYMENT TYPE: Temporary (Non-Exempt)
APPLICATION DEADLINE: Sunday, April 16, 2023 (1st cutoff March 26, 2023)
PAY RANGE: \$25.00/ hourly
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Starting June 19, 2023 – 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.

EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS: One Internship is available in each of the following areas (except Caltrain Modernization Program and Engineering – there are 2 internships available for each):

Caltrain Modernization Program – (Job ID 901208 & 901209) Two Openings

- The selected intern will assist design leads and office engineers for consolidating design, document review comments and edits, document technical workshop meeting minutes, etc. Special tasks may be assigned by delivery directors. The work will be performed on site. The intern will obtain general discipline Engineering practice.
- The intern will also support the Junior Construction Management team; assist construction manager for compiling field inspectors' reports; perform quantity analyses and validation. Special tasks may be assigned by delivery directors as needed.

Engineering (Job ID 901206 and 901207) – Two Openings

- The selected Intern will primarily perform field work to collect and/or verify engineering data in support of Caltrain's GIS program. This includes using GPS-RTK locating equipment and LiDAR scanning equipment, reading engineering drawings, using GIS software, and understanding how to work safely in an operating railroad environment. LiDAR point cloud data will be collected at passenger stations and underground utilities will be verified along various parts of the Caltrain corridor.
- This position requires Safety training and must be completed prior to performing any work in the field. Safety training will be administered by Caltrain. Interns must be willing and able to stand for multiple hours and walk over uneven terrain. Able to lift 20 lbs.

Government & Community Affairs (Job ID 901199) – One Opening

- The selected Intern will assist with public celebration tours of the new electric trains for public events; support PCEP (Peninsula Corridor Electrification Project) by creating and implementing an outreach campaign for K-12 students regarding the Caltrain Electrification Project.
- The Intern will have the opportunity to learn about and interact with the different levels of governance; research and draft public meeting materials (e.g., factsheets, FAQs, etc.); draft support/opposition letters, briefing memos, website pages, project updates; interact with community stakeholders on behalf of Caltrain; assist in identifying and addressing community concerns/issues that impact the agency.
- Assist with day-to-day administrative duties, including contact database updates, construction impact communication, project email monitoring process improvements.

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

Rail Administration (Job ID 901196) – One Opening:

- The selected Intern will assist with MTC (Metropolitan Transportation Commission) meeting tracking, policy analysis, research related to regional Blue Ribbon Task Force initiatives including rail coordination, Regional Network Management, and fare policy.
- The Intern will also help with peer and policy research on Project Labor Agreements and Community Workforce Agreements in San Francisco, San Mateo, and Santa Clara counties; Conduct research on peer agencies and identify opportunities to improve ridership tracking; analyze ridership data; develop PowerPoint presentations; maintain meeting minutes and track action item progress. Help update monthly reporting on Caltrain KPIs; mockup new data dashboards to highlight additional agency metrics; maintain existing Excel database used to track Board agenda items.

Rail Operations (Job ID 901197) – One Opening:

- The selected Intern will evaluate Operations & Maintenance business processes, identify data collection, create automated data gathering, process information, create dashboards; identify KPIs to be implemented in the BIS system and prioritize.
- The Intern will also review processes and procedures for data collection, evaluate and create KPI, set up standard reporting; map and evaluate internal processes and procedures, determine areas of efficiency, create and implement improved workflows; review train evaluation program, assess areas of improvements, develop project plan to relaunch the program, perform site visits and train rides to evaluate customer experience, and observe contractor performance; review contractor procedures and identify areas of improvements; recommend business operations improvements plans.

Rail Operations – Safety (Job ID 901200) – One Opening:

- The selected Intern will assist with scheduling and preparing agendas/content for Safety Culture Playbook meetings. Coordinate the issuance of messaging and track effectiveness of messaging through feedback loops.
- Intern will also assist with the Safety Concern Reporting software - Vector Solutions. Responsibilities will include helping with the development of Hazard and Incident forms - identifying and inputting drop down menu data and formulating rules.
- Intern will research existing safety processes and policies, create a matrix of processes and policies to identify gaps and create a prioritized schedule for review, revision, and update. This will be used as a tracking mechanism for future review of policies and procedures.
- This position requires Safety training and must be completed prior to performing any work in the field. Safety training will be administered by Caltrain. Interns must be willing and able to stand for multiple hours and walk over uneven terrain. Able to lift 20 lbs.

Rail Planning (Job ID 901202) – One Opening:

- The selected intern will assist with updating Caltrain's Access Policy, including assembling policy statements from other agencies, data collection for stations/station areas, and reviewing existing design guidelines for bike/ped relative to best practices.
- The Intern will also document our experience with partial weekend shutdowns to support the electrification project, including lessons learned, coordinate with Rail Operations and PCEP (Peninsula Corridor Electrification Project) to prepare the railroad for revenue service, background research on associated regulatory, policy and design issues, research project regarding what type of data is or could be available regarding capital projects at Caltrain that can be used for evaluating projects. This will inform the feasibility and ease of implementation of the prioritization framework for the CIP (Capital Improvement Project).
- The intern will gather information through documentation review and interviews with internal stakeholders at Caltrain as well as reviewing best practices from other agencies regarding type of prioritization criteria. The Intern will summarize the findings in a short memo to be provided to the consultant team working on the CIP

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- All employees of the district must perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures to reduce or eliminate accidents.
 - Perform other duties as assigned.

SUPERVISION: Each Intern selected will work under the general supervision of the Department they have been matched to, and they will work with a diverse set of supervisors, managers, and directors on various projects.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled in an accredited university as an incoming Junior or Senior undergraduate student, graduate student, or 2023 graduate.
- Must be able to work onsite in San Carlos for the duration of the program (June – August), not to exceed 40 hours/week or 320 cumulative hours.

PREFERRED REQUIREMENTS:

- Proficient in Microsoft Word.
- Effective research and analytical skills.
- Effective written and oral communication skills.
- Able to work collaboratively with technical and non-technical stakeholders.

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 a background investigation.

EMPLOYMENT BENEFITS AT CALTRAIN:

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:

- To apply, please visit the <https://www.caltrain.com>. Complete an online employment application by 11:59 p.m. on Sunday, April 16, 2023 (1st cutoff March 26, 2023). A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308.
- Caltrain celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.