



CITY OF SAN LUIS OBISPO

JOB TITLE: Transportation Intern (two positions available)

HOURLY: \$16.50 – \$22.40, depending on qualifications

GENERAL STATEMENT OF DUTIES:

Collects data and prepares reports, conducts research, prepares graphic materials and plans. Performs other office and field duties associated with City's engineering and transportation program. This job classification provides technical support to the City's traffic, transit, bicycle, parking, engineering, pedestrian, and transportation planning functions. This is a paraprofessional entry level position in the field of engineering and transportation planning.

This internship is partly sponsored by APWA. As such, at completion of the internship, the intern recipient may be asked to prepare a short video or one page write up reflecting on the internship that will be shared with CA Central Coast APWA Chapter membership.

ESSENTIAL FUNCTIONS:

- Gathers and assembles engineering, parking and transportation data; sets up data gathering equipment; enters and updates data files; makes necessary calculations.
- Assists in the coordination of various parking management programs as directed.
- Assists transportation engineering & planning staff with the interpretation of data and the preparation of grant applications, technical reports and plan documents.
- Provides information to citizens and staff; investigates requests and complaints; assists citizens at the public counter.
- Prepares graphic presentations such as plans, signs, forms, display maps, and other exhibits, including computer-generated charts and graphs.
- Prepares plans and maps using manual drafting and/or computer-aided drafting systems (AUTOCAD) and other programs; updates file materials, maps and drawings.

EXAMPLES OF DUTIES:

- Assists with the development and implementation of various transportation policies & plans.
- Performs studies, researches files, records, plans, and maps; gathers and assembles field data, analyzes and interprets data, and prepares reports.
- Performs related engineering, transportation and alternative transportation duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Word processing & spreadsheet programs such as Microsoft® Word & Excel.
- Basic project management techniques & processes.
- Drafting methods & techniques.
- Basic data collection & research techniques and statistical applications.
- Geographical Information Systems programs such as Esri® ArcGis

Ability to:

- Read, understand and interpret blue prints, statistical data, research materials, and government regulations.
- Prepare neat and well-organized reports, presentations, graphics, maps, drawings and plans.
- Learn computer programs and efficiently apply.
- Anticipate work requirements, solve problems, and perform duties with limited supervision.
- Meet the physical requirements to safely and effectively perform required duties.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and follow oral and written instructions and establish and maintain effective working relationships with those contacted in the performance of required duties.
- Tactfully and courteously deal with various personnel including the general public.

EDUCATION AND EXPERIENCE:

- Currently a full-time student enrolled in an accredited university with major course work in Civil/Transportation Engineering, City Planning or other related field.
- Previous work experience with a public agency or organization in the field of planning, public administration, transportation, or engineering is desirable.
- Applicant must have a cumulative grade point average of 2.5 or better. No exceptions.

Applications may be obtained and filed online at www.slocity.org/jobs.

Please contact Justin Wong: jwong@slocity.org or 805-781-7042 with any questions.