

POSITION: **Transportation Planning Intern**

LOCATION: WETA Office – San Francisco, CA / On-Site

CLASS CODE: Intern / Temporary Employee (not to exceed 1,000 hours in FY24)

COMPENSATION: \$20.123 - \$32.000 per hour (pending Board approval of staff salaries for FY24)

DATE POSTED: May 1, 2023

CLOSING DATE: Open Until Filled (*First Review of Applications: May 22, 2023*)

OPENING(S): 1 Position

APPLICATION PROCESS:

Please email cover letter, resume and the required application to:

EmploymentApplications@watertransit.org
Subject: Transportation Planning Intern

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- Cover Letter
- Resume
- Employment Application
(available at <https://weta.sanfranciscobayferry.com/employment>)

Operating under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) carries approximately 3 million passengers per year on six routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA contracts with a private sector contractor to operate and maintain its current fleet of 16 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

JOB DESCRIPTION

The Water Emergency Transportation Authority has a paid internship position for ambitious undergraduate and graduate level students who have a passion for transportation, want real-world working experience, and want to learn vital skills to help advance their planning career. Under general supervision, the Transportation Planning Intern position assists with ferry planning activities, data analysis, and coordinating with partner agency professional staff and consultants. Due to WETA's small staff size, interns will have the opportunity to work on a variety of projects including with other departments in the agency.

PRIMARY RESPONSIBILITIES

- Analyzes and makes recommendations using advanced transportation planning and statistical methods, data analysis, modeling, planning software, and budgeting and financial analyses.
- Assists Project Managers with environmental planning, research, and analysis of proposed WETA projects, including the planning, design, and construction phases of capital projects, maintenance and operation of facilities, and issuance of permits.
- Organizes, prepares, and processes environmental documents, monitoring and reporting plans, technical reports and responses for transportation projects and plans.
- Collaborates with cities, other local/regional agencies, and community groups regarding transportation issues.
- Assists in the development of capital programs and grant applications for transportation funds.
- Prepares public presentations, planning reports and technical memoranda.
- Performs related duties as required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, ABILITIES AND SKILLS

Strong analytical, conceptual, communication and organizational skills. Ability to effectively interface with all levels of personnel and management. Ability to work and thrive in a team environment. Strong problem-solving skills. Ability to self-motivate and work productively without supervision. Excellent oral and written communication skills.

MINIMUM QUALIFICATIONS

Education:

Equivalent to a high school diploma/GED and in pursuit of a bachelor or post-graduate level degree from an accredited college or university with major course work in transportation planning, urban planning, public policy, or a related field.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting or standing for long period of time; occasional climbing, crawling, bending, stooping, or squatting. (2) Lifting/Pushing/Pulling: Frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. May be required to wear protective clothing, safety glasses, safety shoes, and hardhat.

Availability:

Candidates should be available to work at least 12 hours per week (and < 19 hours per week) during regular business hours, for up to a 12 month period. Please note availability in cover letter. The intern will work no more than 3 days per week in-person (one of which must be Tuesdays) at WETA's Main Office located at Pier 9 in San Francisco. The exact work schedule will be determined upon hiring.