



*City of Davis – City of West Sacramento – City of Winters
 City of Woodland – County of Yolo
 EX Officio – Caltrans District 3 – University of California, Davis*

Yolo County Transportation District

350 Industrial Way
 Woodland, CA 95776
 530.661.0816 FAX: 530.661.1732
 www.yolobus.com

Paid Internship Position

Title: Transportation Planning Technician/Intern (four positions available)

Summary:

The Yolo County Transportation District seeks four interns to assist with all aspects of planning and operating transit services in Yolo County, along with multimodal and active transportation planning projects. These are hand-on internships that involve a mix of field work and desk work. Compensation is \$14-\$18.75 per hour, depending on experience. Both undergraduate and graduate students are encouraged to apply. These contract positions are part-time during the academic year, with the option of full-time work during the summer months.

Duties may include: performing route and schedule planning; designing, implementing, tabulating and analyzing surveys; maintaining transit facilities and bus operations databases; performing reviews of routes and transit facilities for appearance, safety, and access; responding to passenger comments; riding buses and providing written observations; providing staff assistance in the preparation of agendas and staff reports for meetings; taking detailed notes/minutes at meetings; taking photo IDs and answering phones; performing other transportation planning, marketing, communications, GIS and operations projects; assisting in the implementation of YCTD’s automatic vehicle location system; utilizing YCTD’s sign-making equipment, making and installing route and schedule information on bus stop signs; assisting in the design, maintenance, and updates of YCTD’s web site; delivering and picking up meeting packets, schedules, and other items on behalf of YCTD; assisting in development reviews; assisting in the development of bus routes and schedules; assisting in the design of various marketing materials; and performing other related tasks assigned by Executive Director or designee.

Requirements:

Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to twelve (12) months after graduation). Must have a valid California driver’s license and vehicle insurance coverage.

Course work in transportation planning, urban planning, statistics, mathematics, computers, marketing, communications, business, GIS (or similar), graphic design such as Adobe Suite, web development applications or related field is desired. Working computer and database knowledge is preferred, including experience with Windows, Word, Excel, Power Point, Adobe suite or similar and Arch GIS or similar.

Bilingual (Spanish/English) is desired, though not required.

About YCTD:

The Yolo County Transportation District (YCTD), its office is located in Woodland California, operates both local and intercity transit service in the cities of Davis, West Sacramento, Winters, and Woodland and provides service to unincorporated areas of Yolo County. Additionally, YCTD is also the Congestion Management Agency for Yolo County. There are nine (9) in-house full-time employees, in addition to over 100 contract employees.

How to Apply:

To apply, please submit your resume, cover letter and writing sample via email, mail or fax to the following:

By Mail:	Via email or fax:
Mimi Koh Yolo County Transportation District 350 Industrial Way Woodland, CA 95776	Email: mkoh@yctd.org Fax: (530) 661-1732

Essential Workforce and Executive Order N-33-20

Please note that in accordance with Governor Newsom **Executive Order N-33-20** issued on March 19, 2020, the State Public Health Officer has designated the Transportation Systems Sector as Essential Critical Infrastructure Workers. Therefore, YCTD staff are required to work at the district office. YCTD will provide face coverings, protective barriers to ensure social distancing, self-daily temperature checks, and hand sanitizer stations for staff's safety.

Information:

Position is an independent contractor. Free YOLOBUS bus pass provided during internship. Mileage reimbursement provided, excluding commute. Refer to separate attachment for wage rates.

Yolo County Transportation District Student Intern Hourly Wage Rates

First Year Student (Less than equivalent of 30 semester units completed)		Hourly
1) No relevant work experience		\$14.00
2) At least equivalent of 15 semester units completed or 500 hours of appropriate experience		\$14.25
3) For every year of relevant comparable experience (up to 3 years or \$0.75)		\$.25
Second Year Student (Equivalent of 30 semester units completed)		
1) No relevant work experience.		\$14.50
2) At least equivalent of 45 semester units completed or 500 hours of appropriate experience		\$14.75
3) For every year of relevant comparable experience (up to 3 years or \$0.75)		\$.25
Third Year Student (Equivalent of 60 semester units completed)		
1) No relevant work experience.		\$15.00
2) At least equivalent of 75 semester units completed or 500 hours of appropriate experience.		\$15.25
3) For every year of relevant comparable experience (up to 3 years or \$0.75)		\$.25
Fourth Year Student (Equivalent of 90 semester units completed)		
1) No relevant work experience		\$16.00
2) At least equivalent of 105 semester units completed or 500 hours of appropriate experience.		\$16.50
3) For every year of relevant comparable experience (up to 3 years or \$0.75)		\$.25
Graduate Student (B.A. or B.S. Degree Completed)		
1) No relevant work experience		\$18.00
2) At least equivalent of 9 semester units completed or 500 hours of appropriate experience.		\$18.50
3) For every year of relevant comparable experience (up to 3 years or \$0.75)		\$.25