



PAID INTERNSHIP POSITION

Transportation Planning Technician/Intern

OVERVIEW

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 hands-on internships that involve a mix of fieldwork and desk work. Compensation is \$14.56-\$20.02 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.

QUALIFICATIONS

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.

Coursework 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 fields is desired. Working on a computer and database knowledge is preferred, including experience with Windows, Word, Excel, PowerPoint, Adobe suite or similar, and Arch GIS or similar.

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

HOW TO APPLY

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

Mailing Address:
ATTN: Human Resources
Yolo County Transportation District
350 Industrial Way
Woodland, CA 95776

Email: Jobs@YCTD.org

ADDITIONAL INFORMATION

The position is an independent contractor. Free Yolobus bus pass provided during internship. Mileage reimbursement provided, excluding commute. Refer to the separate attachment for wage rates. Remote work may be available depending on projects, however, not guaranteed.

YCTD is an Equal Opportunity Employer. Women, people of color, and LGBTQ+ individuals are strongly encouraged to apply.



STUDENT INTERN HOURLY WAGES RATE

| First-Year Student (Less than equivalent of 30-semester units completed) | Hourly Rate Effective 7/1/2022 |
|---|-----------------------------------|
| No relevant work experience | \$14.56 |
| At least equivalent of 15-semester units completed or 500 hours of appropriate experience | \$14.82 |
| For every year of relevant comparable experience (up to 3 years or \$0.78) | \$0.26 |
| Second Year Student (Equivalent of 30-semester units completed) | |
| No relevant work experience | \$15.08 |
| At least equivalent of 45-semester units completed or 500 hours of appropriate experience | \$15.34 |
| For every year of relevant comparable experience (up to 3 years or \$0.78) | \$0.26 |
| Third Year Student (Equivalent of 60-semester units completed) | |
| No relevant work experience | \$15.60 |
| At least equivalent of 75-semester units completed or 500 hours of appropriate experience. | \$15.86 |
| For every year of relevant comparable experience (up to 3 years or \$0.78) | \$0.26 |
| Fourth Year Student (Equivalent of 90-semester units completed) | |
| No relevant work experience | \$16.64 |
| At least equivalent of 105-semester units completed or 500 hours of appropriate experience. | \$17.16 |
| For every year of relevant comparable experience (up to 3 years or \$0.78) | \$0.26 |
| Graduate Student (B.A. or B.S. Degree Completed) | |
| No relevant work experience | \$18.72 |
| At least equivalent of 9-semester units completed or 500 hours of appropriate experience. | \$19.24 |
| For every year of relevant comparable experience (up to 3 years or \$0.78) | \$0.26 |