



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

JOB ANNOUNCEMENT ENGINEERING INTERN

FINAL FILING DEADLINE: OPEN UNTIL FILLED

SALARY: \$22.17/hour

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation options to serve the community's needs.

DEFINITION:

The role of an intern is to assist staff with entry level tasks in the office and field. These efforts are completed under the direct supervision of the Associate Transportation Engineer, or their respective designees. The role applies to the various disciplines and services including transportation, structures, hydraulics/water/wastewater and other aspects of civil engineering.

ESSENTIAL JOB FUNCTIONS:

The Engineering Intern duties include but are not limited to the following: perform entry level engineering fieldwork; participate in field activities at project sites to take measurements, collect data, take photos and record observations; enter data and create reports in ArcGIS; gather, compile, analyze and input data; prepare spreadsheets, charts and graphs to document, report and analyze transportation information; convey technical information utilizing clear verbal and written skills; write correspondence and text for reports; participate in training activities and actively seek opportunities to contribute to the achievement of RTC goals; reference and understand design manuals, engineering codes and specifications, and industry and agency standards and procedures; research and apply requirements of regulatory agencies; and may assist with other technical analysis, graphics, and mapping depending on abilities.

KNOWLEDGE AND ABILITIES:

- Knowledge of principles, practices and trends related to civil engineering
- Knowledge of office practices and procedures, including business phone etiquette, preparation of business correspondence, reports and filing
- Ability to organize work and establish priorities
- Ability to meet deadlines in a timely manner as determined by supervisor
- Ability to perform fieldwork with lifting up to 30 lbs, and the ability to use common tools and power tools
- Ability to use Microsoft Office programs
- Good communication skills and demonstrated ability to work well in teams

TRAINING AND EXPERIENCE:

- Enrolled in a relevant field of study leading to a four year degree in engineering
- Currently enrolled in or a recent graduate of (within past 12 months) undergraduate or graduate level courses
- EIT/FE Certification preferred

SPECIAL REQUIREMENTS:

A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director.

WORK ENVIRONMENT:

Typical office environment with standard equipment and tasks. Position requires work at a computer and desk for extended periods of time. Position requires travel throughout Santa Cruz County.

SALARY: \$22.17/hour

SUPPLEMENTAL QUESTIONS: (Please limit each response to 300 words)

1. Why did you choose to study engineering?
2. Please describe why a summer internship experience at the Santa Cruz County Regional Transportation Commission would be meaningful for you and how it will relate to your career goals?
3. Describe a challenging situation that you faced during your college years, how you handled it, and what you learned from this experience.
4. Please list your most important extracurricular or community activities, hobbies, and interests. What skills have you developed through these activities and interests that will assist you in this internship?
5. Tell us (include specific examples as appropriate) your approach to organizing your time and prioritizing tasks during a busy day.
6. Please describe a time when you've worked with a team and been successful.

APPLICATION PROCEDURES:

A completed job application, responses to supplemental questions, resume, references, and cover letter must be received in the RTC's Office (1101 Pacific Ave, Suite 250, Santa Cruz, CA, 95060) **THIS POSITION IS OPEN UNTIL FILLED.** You may alternately submit your application, resume, references, and cover letter via email to yparra@sccrtc.org by the deadline. Application submissions received after the application screening date will be reviewed at the discretion of the Human Resource Office. Materials submitted become the property of RTC and will not be returned.

For assistance or if you require an accommodation, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.