

# MINNESOTA VALLEY TRANSIT AUTHORITY

## Job Description

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**JOB TITLE:** Transit Intern Fleet

**DEPARTMENT:** Fleet

**REPORTS TO:** Fleet Manager

**SUPERVISES:** none

**JOB DESCRIPTION REVISION DATE:** January 2019

**FLSA STATUS:** Non-Exempt

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### POSITION PURPOSE

The purpose of this program is to introduce high school students (who have completed the 11<sup>th</sup> or 12<sup>th</sup> grade) to career opportunities in the field of transportation, to show them how public transportation agencies play an overall part in the community, county, and regional transportation operations, and to provide MVTA with assistance.

### POSITION SUMMARY

The varied duties offer opportunities to work in the field as well as conduct analysis and generate reports. The intern will assist the assigned MVTA Staff member in a variety of transit operation projects, included but not limited to: operational transit projects and customer service projects.

### JOB DUTIES AND ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to the following:

- Update fleet files in maintenance software system and other related fleet data entry.
- Remove components from retired vehicles.
- Assist with updating written policies and procedures.
- Complete a variety of reporting requirements.

### MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, training, and skills/abilities required.

#### Education

- 11<sup>th</sup> grade education or higher.

#### Experience

- Experience using Microsoft Office software products, including: Word, Access, Excel, Publisher, PowerPoint, and Outlook.

### SCHEDULE

MVTA core hours are Monday through Friday, 8 am – 4:30 pm. Hours are flexible; during the interview phase department supervisor will work with applicant to determine a schedule that works for both parties.

Students must provide their own transportation to and from work.

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The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify, or eliminate job duties and responsibilities, and jobs at its discretion with or without notice.