

# MINNESOTA VALLEY TRANSIT AUTHORITY

## Job Description

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**JOB TITLE:** Transit Planning Intern (part-time)

**DEPARTMENT:** Planning

**REPORTS TO:** Transit Planner

**SUPERVISES:** n/a

**JOB DESCRIPTION REVISION DATE:** February 2019

**FLSA STATUS:** Non-Exempt

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### POSITION PURPOSE

Under supervision of MVTA Planners, this part-time position offers an opportunity to gain experience and apply your education toward transit planning projects for seven suburban cities in the South Metro. A variety of projects will provide exposure and growth in technical, collaborative, and field work skills. MVTA office hours are typically 8:00 am – 4:30 pm. The internship work schedule is flexible, not to exceed 20 hours per week. Office location will be the Burnsville Bus Garage (11550 Rupp Drive, Burnsville).

### 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:

- Collection and interpretation of data on route performance, bus stops, and park and ride use to help guide service decisions by using ridership data, ride-alongs, road checks, and other methods.
- Assisting with monthly and grant-required reports for local, regional, and federal entities.
- Assisting MVTA achieve federal re-validation of Automated Passenger Counter (APC) system by collecting, reviewing, and analyzing ridership spreadsheets and/or surveillance videos.
- Investigating and working in coordination with other MVTA departments to evaluate requests for service changes.
- Reviewing MVTA routes and operations for opportunities to better serve the community, adapt to changing demands, and increase ridership.
- Preparing maps and service concepts using established planning principles.
- Assisting with Automatic Vehicle Location System data review, data validation, and management tasks.
- Under direction of MVTA Planners, leading modal analysis study of select transit stations.
- Research of planning initiatives, best practices, and new tools as needed.
- Participation in regional planning and collaboration efforts.
- Other duties as assigned or as apparent.

This position may encounter non-public data in the course of these duties. Any access to non-public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### 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

- Recent graduate (within 12 months) or current student pursuing a Master’s Degree or a Bachelor’s Degree in Urban Planning, Transit, Transportation, GIS mapping, Geography, or closely related field.

## Experience

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

## Trainings, Certificates, and Licenses

- Training in Geographic Information System (GIS) software; intermediate experience preferred
- Knowledge of or interest in expanding Microsoft Excel skills
- Knowledge of or interest in expanding Adobe Illustrator skills
- Valid Minnesota driver's license

## Skills and Abilities

- Maintain a positive attitude
- Be organized and efficient
- Strong verbal and written communication skills
- Ability to work independently, as well as part of a team
- Prioritize tasks well

## **RESPONSIBILITY**

### Supervision

Limited supervision is provided while performing the normal duties of this job. This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

### Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the organization.

## **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

- While performing the duties of this job, this position may occasionally climb 3 to 6 steps, stand, walk, lift and carry up to 5lbs., hear, and drive. This position may frequently talk, and continuously finger/enter data/keystroke.
- While performing the duties of this job, this position will use close vision, far vision, and color vision.
- While performing the duties of this job, this position will use their right and left hand for simple handling or grasping.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, exposure to outside environmental conditions, and work around moving mechanical parts.

## **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.