POSITION DESCRIPTION
This is an unpaid volunteer/intern position with the City of Mesa Transit Services Department. The intern will perform a variety of activities to gain skills in transit/transportation management, data collection and analysis, and the work of local government. Interns may assist with a variety of tasks related to transit and public transportation, including: inventory of bus stop assets, data collection and analysis, design plan reviews, regional planning processes, transit facility operations and maintenance, public outreach, budgeting, and administrative work.

Distinguishing Features: All internships are unpaid. Interns are responsible for all personal expenses incurred during their internship. Students may be eligible for college credit, through their program of study, upon completion of the internship. Students are responsible for determining if their service will be eligible for college credit, obtaining and completing any required forms to receive credit and meeting any registration requirements from their college or university.

QUALIFICATIONS

Education and Experience: Must currently be enrolled in a college-level program of study in Geography, Urban Studies, Planning, Public Administration, or related field.

Special Requirements: This position requires a background check. Must possess a valid Arizona Driver’s license (by assignment). If the intern is authorized to drive a City vehicle a motor vehicle records check will also be required.

Preferred/Desirable Qualifications: Basic understanding of transit, data analysis, and aspects of fieldwork is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees, other volunteers, contractors, and the general public.

Manual/Physical: May travel on foot up to three miles per day conducting site surveys. Operate a motor vehicle requiring a standard driver’s license, if required. Uses appropriate personal protective equipment (PPE) when in field performing site visits. Operates a vehicle requiring a standard Arizona Driver’s license (by assignment).

Mental: Efficient and effective time management skills, learn job-related material through on-the-job training.
Knowledge/Skill/Abilities:

Knowledge of:
data collection and analysis; and
basic understanding of transit and public transportation

Abilities:

Ability to:
maintain effective working relationship with Transit Services Department, other city employees, and the general public; operate a personal computer and office programs;
actively participate in the operations of a local government agency
develop an understanding of managing a citywide transit and transportation network;
participate in construction/design projects; and
comply with all applicable City of Mesa policies.

Time Commitment: No more than 40 hours per week, a minimum of 140 hours of work altogether, or 9 hours/week for the duration of a 16-week semester, schedule is flexible. Work may be completed Monday – Thursday, 7am – 5:30pm. Opportunities for public outreach activities may take place outside of normal working hours.

Location: 300 E. 6th St. Mesa, AZ 85201 (University and Mesa Drive)

More Information: Please contact David Calloway, Transit Coordinator at 480-644-4131 or at david.calloway@mesaaz.gov

To Apply: Send a resume and the name of one reference who can comment on your abilities for this internship to David Calloway, City of Mesa Transit Coordinator, david.calloway@mesaaz.gov