



Job Description for a Gap Year Internship

1. Job Title

Sonoma Corps Intern

2. Overall Description

This rotating internship position will spend time in various District departments which may include Operations – Vehicle Maintenance, Engineering, IT, and Community Outreach. This internship position will provide the incumbent with exposure to entry level duties in various departments that are integral to the operations of the organization on a daily and long-term basis. Length of department assignments will be determined based upon organizational need. (Note: The District will also consider individual interests or needs of the selected Intern when making department assignments).

3. Department Description

Engineering

The focus of the Engineering Division is on civil engineering and construction. Employees in this division are responsible for planning and executing capital projects, such as new stations, railway infrastructure and the pedestrian-bicycle pathway.

Operations – Vehicle Maintenance

The focus of the Vehicle Maintenance Division is on diesel mechanics, electronics and mechanical engineering. Employees in this division are responsible for the maintenance, inspection, cleaning and repair of the District's Diesel Multiple Units.

Information Systems

The focus of the Information Systems (IS) Division is on computer science and communications technologies, including software and hardware. Employees in this division are responsible for the maintenance, administration and upkeep of all Information Technology assets. IS handles all infrastructure for the Administration Division as well as the Operations Division. Both office and field equipment are maintained by the IS department.

Community Outreach

The focus of the Community Outreach Division is on educating the public regarding the District's fares, schedules and services, providing rail safety presentations to community and school groups; and providing notice to the community regarding construction schedules along the right of way and the bicycle-pedestrian pathway. As the name implies, employees in this division provide customer service to the public by fielding customer inquiries on District services and responding to customer complaints. Employees in this division interact with the media and create the District's social media and marketing campaigns.

4. Examples of Job Duties

Engineering

- The Intern will attend project coordination meetings with contractors, consultants, and third-party stakeholders.
- The Intern will assist in field reviews and inspections gathering data, verifying existing conditions and inspecting new work with a certified engineer.
- The Intern will be involved in design reviews and construction plan reviews.
- The Intern will assist with engineering office work that is integral to the engineering functions of the organization.

Information Systems

- The Intern will be exposed to Windows 10 in a public agency environment by getting an introduction to shared drives, email and networking issues as they arise and are resolved.
- The Intern will be given direction and projects such as rebuilding a Windows 10 machine.
- The Intern will assist in IS Data and Equipment Tracking by creating an Excel spreadsheet to track warranty status as well as other data driven analysis.
- The Intern will conduct a systems research topic and present findings to IT department:
 - Research an applicable software
 - Develop a PowerPoint presentation
 - Professional presentation to the IT department

Vehicle Maintenance

- The intern will be trained in the General Code of Operating Rules (GCOR) as they apply to the vehicle maintenance environment.
- The intern will be trained in safety regulations and procedures.
- The intern will assist in daily and periodic vehicle inspections.
- The intern will assist with daily routine maintenance of vehicles including but not limited to cleaning and minor repairs.

Community Outreach

- The intern will assist the Community Outreach department with staffing booths at local events and fairs to provide information to the general public regarding the District and its services.
- The intern will assist with educational presentations to school and community groups regarding railroad safety and general information regarding the District's schedules, fares and services.
- The intern will assist with creating social media outreach content.

5. Minimum Qualifications/Interests/Characteristics

- High School Graduate
- 18 years of age
- Only Sonoma Corps participants will be eligible for this opportunity

6. Desired Qualifications/Interests/Characteristics

Qualifications

- Good oral and written communication skills

- Basic computer skills
- Ability to work off shifts and weekends may be required.

Interests

An interest in transportation, local government/public agency organizations, math, engineering, electronics, mechatronics or technology will greatly enhance this internship.

Characteristics

- An eagerness to learn
- A willingness to work in various settings including office environments, operations settings such as vehicle maintenance and field (outside) settings.
- Ability to listen and follow directions
- Ability to work cooperatively with others
- Dependability and punctuality

7. Salary

Salary: \$17 per hour.

8. Company Hiring Process (beyond application process at Piner High School)

Each applicant must complete an application and background check.

The Background process will include:

- Reference checks
- Fingerprinting
- Drug test

Vehicle Maintenance

Physical Working Conditions

The physical demands and work environment are characteristic of a train, station, yard and maintenance environment; The essential functions and responsibilities of this position are performed in both a shop environment and possibly outside in various weather conditions around moving vehicles and equipment. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Physical Requirements

On a daily basis the essential functions of the position require incumbents to climb, stoop, kneel, crouch, bend, stand and walk. To stand, walk and sit for extended periods of time, to push, pull and carry boxes and other objects weighing up to 50 pounds and maneuvering heavier items with proper material handling equipment.

Engineering

Physical Work Environment

Work is usually performed in a typical office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The incumbent may travel outside of the office to attend meetings or conduct business at Operations sites. Some work is outdoors and may experience

inclement weather and uneven terrain. This position may be exposed to moving equipment and machinery while performing outside field work. May be exposed to loud sounds near machinery.

Physical Requirements

During the performance of the daily, weekly and monthly activities, this position may require prolonged periods in a stationary position, movement about the inside of an office, positioning self in various stances or postures in the performance of daily activities; This position may require repetitive operation using a computer keyboard or calculator involving repetitive motion of the wrists, hands or fingers; This position may require both near and far visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading; This position may require expressing or exchanging information by means of the spoken word when dealing with clients, customers, or other employees; This position may require perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication. The need to lift, drag, and push files, boxes, equipment, paper and documents weighing up to 25 pounds is also required. The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

IT

Physical Work Environment

Work is usually performed in a typical office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May work outdoors in a field environment in various weather conditions, around moving vehicles and equipment and on uneven terrain. Field assignments require incumbents to drive to and from facilities to install, maintain and/or repair equipment

Physical Requirements

Ability to remain stationary for prolonged periods, stand and walk, kneel, squat, twist and stoop; converse in person and over the telephone and address groups; ability to operate keyboards and precision tools and equipment; ability to adjust focus for reading written materials and computer screens; lift, drag, push, and carry boxes, computers and peripheral equipment weighing up to 75 pounds. May work outdoors in a field environment in various weather conditions, around moving vehicles and equipment and on uneven terrain. Field assignments require incumbents to drive to and from facilities to install, maintain and/or repair equipment. Some of these requirements maybe accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Community Outreach

Physical Working Environment

Work is usually performed in a typical office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. May occasionally be exposed to extreme weather conditions, uneven terrain and noise when working at events. May need to attend meetings outside of normal working hours at various locations

Physical Requirements:

During the performance of the daily, weekly and monthly activities, this position may require prolonged periods in a stationary position, movement about the inside of an office, positioning self in various stances or postures in the

performance of daily activities; This position may require repetitive operation using a computer keyboard or calculator involving repetitive motion of the wrists, hands or fingers; This position may require both near and far visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and/or extensive reading; This position may require expressing or exchanging information by means of the spoken word when dealing with clients, customers, or other employees; This position may require perceiving the nature of sounds at normal speaking levels with or without correction and ability to receive detailed information through oral communication. The need to lift, drag, and push files, boxes, equipment, paper and documents weighing up to 25 pounds is also required. Ability to speak is required for making oral presentations. The need to lift up to 50 pounds is also required. May occasionally be exposed to extreme weather conditions and noise when working at events. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Position Details:

- FLSA Status: Non-Exempt.
- A thorough background check will be required including, but not limited to: current and past employers, personal contacts, education verification.
- A pre-employment physical, including a urinalysis drug screen, will be required.
- We are a Drug Free Workplace. The Drug-Free Workplace policy covers all positions. This position is covered by the Company Authority policy which states that positions in the Operations Division and some positions in the Public Safety Department are also covered by random testing, and reasonable suspicion testing.

SMART is an Equal Opportunity Employer