



OPERATIONS APPLICATIONS SPECIALIST INTERN

OPEN TO UNIVERSITY LEVEL STUDENTS ONLY

PAY RATE: UP TO \$20.00 PER HR

Apply Immediately – Recruitment may be closed at any time without further notice

THE INTERNSHIP: Omnitrans, provider of public mass transit for the entire San Bernardino Valley is seeking a career orientated intern to gain experience by assisting in a wide variety of requirements in support of the Operations Department. This internship will prepare the Intern to work in a fast paced Transit based environment, utilizing ever changing technology to obtain and maintain data to enhance the agency's functions and improve customer service. The following training and/or duties may include, but not limited to: (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification).

JOB DUTIES:

- Learn to understand the functions of the operations department and how it relates to other departments;
- Learn an overview of the various applications used for Operation's functions including Trapeze, Transit-Master, TSI-video, New Vision-Video, and other communication applications;
- Generate reports for other departments; create Repair Lists for the maintenance;
- Receive information from other departments to incorporate it in the bus-onboard applications;
- Extract data from the department systems for analysis and troubleshooting functions;
- Compile daily reports of multifunctioning systems on buses, and generate repair reports for the maintenance technicians;
- Maintain through editing and updating, employee, equipment, video and parts inventory files related to the Operations department; maintain route files through configuration, surveying and re-surveying operations; maintain Stops information using Bus Stop Management (BSM) software

QUALIFICATIONS: The successful Intern will be currently enrolled in a graduate or undergraduate degree program with an interest and aptitude in Public Transportation, IT, and/or Public Administration. Experience using MS Word, Access, Excel, PowerPoint, and Outlook is highly preferred. The ideal Intern will have excellent communication verbal and written, problem solving capabilities, analytical, reading, writing, comprehension and editing skills. The selected Intern will possess the ability to prioritize tasks and handle numerous assignments; effectively learn and acquire new knowledge and skills; share knowledge and work in a team oriented environment; meet deadlines, handle multiple tasks with interruptions; effectively adapt to changing priorities; and be personable, able to comfortably and pleasantly deal with a variety of people. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 25 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

THE SELECTION PROCESS: Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at <http://www.omnitrans.org/business-and-employment/careers/>. Applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 92411 or call 909/379-7260.

EEO/AA including Protected Veterans and Individuals with Disabilities.