



# Job Announcement

## Student Internship

The City of Oakland Department of Transportation ([OakDOT](#)) seeks to fill several internship positions. This internship will provide the successful candidate an opportunity to gain experience working in a fast-paced, progressive transportation department and develop the skills needed for a career in multimodal, mobility-focused transportation planning or public administration. OakDOT top priorities in the Strategic Plan include Equitable Jobs and Housing; Holistic Community Safety; Vibrant Sustainable Infrastructure, and Responsive Trustworthy Government.

Interns may work a maximum of 960 hours per fiscal year (July 1 to June 30). The duration of the internship shall last no longer than 2 years and is predicated on concurrent enrollment in school.

**The successful candidate is expected to work 10-15 hours per week during the school year.**

The start date will be determined based on applicant availability and may occur as early as March 2020.

Interns may join one of the following work programs:

- Americans with Disabilities Act (ADA)
- Bicycle and Pedestrian Programs (Plan Implementation and Design)
- Capital Finance Planning
- Communications & Community Engagement
- Paving & Sidewalks
- Planning & Project Development
- Parking & Mobility
- Policy & Intergovernmental Affairs
- Traffic Engineering
- Traffic Capital Projects

Interns may be selected to focus on particular projects, such as

1. Curb Management Strategy
2. Equitable Capital Improvement Plan
3. Parklandish (Demand Responsive Parking)
4. Shared Mobility Equity and Engagement
5. East Oakland Community Based Transportation Plan
6. Grand Avenue Mobility Plan
7. Complete Streets planning efforts
8. Conceptual Design of Safety and Mobility Capital Projects
9. Local policy development
10. Neighborhood Traffic Calming Projects
11. Traffic Control Review

- 12. Traffic Safety Investigations
- 13. School Area Traffic Safety Improvements

- 14. Roadway Access Design

## **Qualifications for all positions**

### **Student Status**

Applicants must be students currently enrolled in at least one class or returning to school imminently. Applicants from diverse degree programs (e.g. Undergraduate, Associate, Graduate, etc.) and all disciplines are encouraged to apply. Disciplines may include, but are not limited to, Communications, City and Regional Planning, Computer Science, Geography, Journalism, Public Administration, Public Policy, Ethnic Studies, Public Health, Public Relations, Transportation Engineering, Environmental Design or other interdisciplinary programs providing the requisite abilities.

***An engineer intern must be currently enrolled in an engineering undergraduate program.***

***A student trainee must have at least a 2.5 GPA***

***A management intern must be currently enrolled in a Master's degree program.***

### **Desired Skills or Qualities**

- Strong project management skills and ability to work independently
- Creative problem-solving skills, and strong analytical skills
- Demonstrated ability to work as part of a team in a professional office environment, including excellent interpersonal communication skills
- Excellent writing and oral communication skills. Second language proficiency encouraged.
- Familiarity with a range of software packages (Adobe, sketch up, GIS, Microsoft Excel, etc.).
- Comfort working in the field without supervision, and on projects in a self-directed manner
- Experience in organizing, analyzing, and managing large amounts of data; preparing charts, tables, and reports; and preparing public information and outreach materials is desired

### **Experience**

No prior job experience is required. Any combination of experience and education that would likely provide the desired skills is qualifying. Competitive candidates will have a strong interest in multimodal transportation and/or inclusive community engagement.

### **Classification & Compensation**

This position is an intern classification (Student Trainee, Engineer Intern or Management Intern).

- Student Trainee \$14.36 - \$27.11
- Engineering Intern \$24.86 - \$26.13
- Management Intern \$22.40 - \$27.51

### **Equal Employment Opportunities**

The City of Oakland complies with all Federal, State, and local laws mandating Equal Employment Opportunities. We encourage minorities, women, and people with disabilities to apply. Please contact the City's Equal Opportunity Programs Division for any questions at (510) 238-3500.

## How to Apply

Application packages must be submitted online no later than **5:00 pm on Monday, January 13, 2020**.

**Apply at the following online form link:**

**(<https://tinyurl.com/OakDOT-Internship-Winter2020>)**

Applications must include one PDF attachment, titled with applicant's name (e.g. JStanley\_OakDOTapp.pdf) and including:

- a. A cover letter highlighting relevant experiences and qualifications and describing your interest in the position
- b. Resume
- c. Unofficial transcript

## Tentative Schedule

Application opens **Friday, December 20, 2019**

Application deadline **Monday, January 13, 2020**

Notification for interviews **Monday, January 27, 2020 - Friday, January 31, 2020**

Interviews **Monday, February 1, 2020 - Friday, February 7, 2020**

Selected candidates will be notified **Monday, February 10, 2020 - Friday, February 14, 2020**

Internships can start in **March 2020 for the spring** or **early June for the next fiscal year**

If you have questions, please contact Julieth Ortiz, Strategic Transportation Planner, at [jortiz@oaklanca.gov](mailto:jortiz@oaklanca.gov).

## Program Descriptions

### Americans with Disabilities Act (ADA) Program

As the 30th anniversary of the ADA approaches in 2020, the City of Oakland must step up even more in promoting equity for persons with disabilities in coordinating physical and programmatic access compliance in all city programs, activities, and services. Dedicated staff manages various disability civil rights compliance activities so individuals with disabilities can thrive and live independently. ADA Programs also coordinates multi-million dollar infrastructure improvement programs, resolves disability civil rights grievances, implements settlement agreements, and assists departments in making their programs, activities, and services welcoming and accessible to all.

For more information, visit

<https://www.oaklandca.gov/topics/americans-with-disabilities-act-ada-services>

Typical duties may include, but are not limited to:

- Craft City policy documents based on state and federal laws:  
<https://www.oaklandca.gov/resources/city-of-oakland-americans-with-disabilities-act-ada-policies>
- Research best practices in the literature and among peer cities
- Track state and regional policies and analyze potential impacts on Oaklanders and City departments
- Assist in preparing tools and trainings for staff across departments to achieve ADA Effective Communication
- Researching and implementing policies, including reinforcing specific departmental or program responsibilities and focusing even more on ADA Effective Communication now that we are well into the 21st century.
- Working across all City departments, this position will require strong communication, organization, and policy analysis skills.

### Bicycle & Pedestrian Program: Bicycle & Pedestrian Plan Implementation

Bicycle & Pedestrian Program Planning interns apply GIS analysis and mapping techniques and perform fieldwork on a range of programs that support bicycle and pedestrian transportation. The intern will help accomplish the objectives of Oakland's Bicycle and Pedestrian Plans and work as core members of the Bicycle & Pedestrian Program. (For more information about the program, go to [www.oaklandbikes.info](http://www.oaklandbikes.info).) Competitive candidates will have more than beginning-level experience using GIS software, Adobe Illustrator, and standard office applications, comfort working on self-directed projects and in the field with limited supervision, creative problem-solving skills, and a strong interest in active transportation. The successful candidates are expected to work at least 15 hours per week during the school year, and full time during summer and winter breaks, for a minimum duration of eight (8) months.

Typical duties and/or projects may include, but are not limited, to:

- Document field conditions and collect data to inform program and project development and implementation
- Apply design guidelines and templates (GIS, Excel, Word) to create online maps, work orders for bike racks and wayfinding sign installation, and road reconfiguration feasibility studies, and
- Assist with data updates and record-keeping using GIS and other database platforms.
- Work on bicycle wayfinding sign projects development, bicycle parking site evaluations and installation, and online bicycle/pedestrian planning and facilities maps and analysis.

### **Bicycle & Pedestrian Program: Design**

This unique internship will provide an opportunity to use AutoCAD to help draft striping plans that support bicycle and pedestrian transportation. The intern will help accomplish the objectives of Oakland's Bicycle and Pedestrian Plans, and work as core members of the Bicycle & Pedestrian Program. (For more information about the program, go to [www.oaklandbikes.info](http://www.oaklandbikes.info).) Competitive candidates will have more than beginning-level experience with AutoCAD software and standard office applications, comfort working in the field with limited supervision, creative problem-solving skills, and a strong interest in active transportation. The successful candidates are expected to work at least 15 hours per week during the school year, and full time during summer and winter breaks, for a minimum duration of eight (8) months.

Typical duties and/or projects may include, but are not limited, to:

- Document field conditions and collect data to inform project development and implementation
- Apply design guidelines and use AutoCAD templates to draft striping plans, develop project specifications, and create bid documents for construction contracts, and
- Assist with data updates and organization.

### **Capital Finance Planning**

Interns will support the OakDOT Funding Program with policy, budget, and planning analysis in the management and implementation of the department's Capital Improvement Plan (CIP). Interns will gain exposure to the entire municipal funding process, including project scoping, grant applications, and project tracking and implementation. Competitive candidates will have a strong interest in public administration, transportation finance, interdepartmental/Citywide planning, and community engagement.

Typical duties may include, but are not limited, to:

- Analyze project financial data to make recommendations on how to organize and program future capital resources
- Develop outreach campaign strategies and collateral material for communicating the CIP
- Assist in all ongoing grant application processes through independent research, writing, and interdepartmental communication

- Work with project implementation staff and fiscal staff to track CIP progress
- Liaise with local oversight agencies to track project progress, ensuring full compliance with County, State, and Federal funding requirements

## **Communications & Community Engagement**

This role will help ensure OakDOT is engaging with Oakland's many diverse communities. Meeting communities where they are located and gathering neighborhood-specific feedback on local projects is the core of the Communications and Community Engagement team's mission. Working directly with OakDOT's Public Information Officer, interns will learn the role of government relations and support the development of departmental visual and digital collateral. The ideal candidate will have strong written and verbal skills, interest in government relations, cultural competency with diverse constituencies and a collaborative, can-do attitude. Join the effort to tell relatable and accessible stories about OakDOT's work!

Typical duties may include, but are not limited, to:

- Support OakDOT's digital engagement with relevant and responsive social media
- Support staff in community engagement
- Draft press releases, help staff respond to press inquiries and provide logistical support for press events

## **Planning & Project Development**

The Planning and Project Development Program develops long-range, modal, and corridor transportation plans; manages outreach, planning and conceptual design for paving projects and other capital projects; and reviews, coordinates, and leverages major development projects to implement the City's plans and strategic priorities. Working closely with both planners and engineers, interns will support inclusive community engagement, develop complete streets corridor designs, and review private development proposals. Competitive candidates will have a basic understanding of NACTO design principles, basic proficiencies with CAD and Illustrator, will excel at project storytelling, and/or have fresh ideas for inclusive community engagement.

Typical duties and/or projects may include, but are not limited, to:

- Translate street design ideas into CAD and Illustrator renderings
- Assess multimodal existing conditions to inform project development, including surveys, counts, demographic analyses, and network analyses
- Develop outreach campaign strategies and collateral material
- Support planning efforts, including research, outreach, and analysis

## **Parking & Mobility**

With increasing competing uses for curb space and the rise of mobility services like scooter-share and ride-sourcing, there's never been a greater time to consider parking and mobility services together. The Parking & Mobility Division is dedicated to efficiently managing the city's parking

supply and valuable curb space. Competitive candidates will have a strong interest in parking, community engagement, curb management, data analysis, and shared mobility programs like car share and bike share.

Typical duties may include, but are not limited, to:

- Implement demand-responsive parking pricing in Downtown Oakland and efforts to extend progressive parking and transportation demand management strategies city-wide
- Craft outreach material in support of progressive parking and shared mobility initiatives
- Develop policy approaches and equity strategies to emerging mobility services, from autonomous vehicles to ride-sourcing services like Uber and Lyft
- Document field conditions and use AutoCAD templates to draft work orders for parking and curb management requests
- Analyze complex datasets and create GIS maps in support of parking and mobility programs
- Support the development of the City's first Zero Emission Vehicle Action Plan through research and data analysis

### **Policy & Intergovernmental Affairs**

As a new agency in a City open to pushing the boundaries and doing things differently, there is a large appetite for policies that put OakDOT's goals of safety, equity and vibrancy into action. The ideal candidate will share a passion for OakDOT's values and the role of public policy in building equitable, safe, healthy communities.

Typical duties may include, but are not limited to:

- Support the development of local policy initiatives, including developing staff reports and associated documents
- Research best practices in the literature and among peer cities
- Track state and regional policies and analyze potential impacts on Oaklanders
- Develop communications materials for public and legislative audiences

### **Traffic Engineering**

The OakDOT traffic engineering group is seeking engineering interns that will support the following programs:

- Neighborhood Traffic Calming Projects
- Temporary Traffic Control Plan Design Review
- School Area Traffic Safety Improvements
- Traffic Safety Investigations

Interns will come out with a strong understanding of engineering standards and practices used by local municipalities. The traffic engineering group is seeking to fill two part-time engineering intern positions. The successful candidates are expected to work full time during Summer and Winter breaks and approximately 15 hours per week during the school year. The duration of employment is typically 2 years predicated on concurrent enrollment in an engineering program (preferably Civil Engineering) at an accredited university (preferably local).

Typical duties may include:

- Draft engineering design plans in AutoCAD including pavement marking and traffic sign layout plans that support traffic safety investigations and school safety improvements
- Review temporary traffic control plans submitted by private contractors
- Collect data in the field including traffic speed, volume, and classification, and geometric roadway conditions
- Analyze engineering data to determine appropriate traffic control
- Write engineering reports

## **Traffic Capital Projects**

The mission of the Traffic Capital Projects (TCP) section is to ensure the safe and efficient movement of people and goods on City streets. TCP works to design and deliver grant-funded traffic safety projects. Responsibilities encompass planning, design, construction, integration and operations of roadways, intersections and, traffic control devices. This includes roadway geometric and structural design, traffic and pedestrian signals, pedestrian beacons, bicycle facilities, and ADA facilities. TCP collaborates with and supports the other Sections including Complete Streets Design, Planning & Project Development, Pavement & Sidewalks Management, Right of Way Management, and Survey. TCP trains its staff in project development, grant applications, preliminary and detailed design, PS&E, and construction support.

## **Project Descriptions**

### **Americans with Disabilities Act (ADA) Programs Division**

Researching and implementing policies are critical to ensure disability access to all city programs, activities, and services, including reinforcing specific departmental or program responsibilities and focusing even more on ADA Effective Communication now that we are well into the 21st century. Working across all City departments, this position will require strong communication, organization, and policy analysis skills.

### **Curb Management Strategy**

The City's curbs are valuable assets hidden in plain sight. Support the Parking & Mobility Division's efforts as we carry out routine color curb work order requests, develop our curb prioritization process, and plan for new and emerging mobility services such as ride-sourcing, electric vehicles,



and autonomous vehicles. Competitive candidates will have a strong interest in policy development and/or AutoCAD.

### **Equitable Capital Improvement Plan**

Oakland is adopting its first Capital Improvement Program (CIP) created through extensive public outreach and consideration of equity concerns. Throughout the next two years, the City will learn from the current process, and prepare for an even more transparent and equitable process. Help strengthen Oakland's project selection process to serve all Oaklanders.

### **Parklandish (Demand Responsive Parking)**

Calling all Shoupistas and data nerds! Parking is outlandish. We get it. Support the implementation of demand-responsive parking and progressive parking policies in Oakland's downtown core with data analysis and community engagement. Competitive candidates will have a strong interest in data analysis and GIS, as well as engaging with Oakland businesses.

### **Shared Mobility Equity and Engagement**

The launch of the regional bike-share system (Ford GoBike), free-floating carshare service (GIG Car Share), scooter-sharing and upcoming electric moped sharing, adaptive bike-sharing and electric vehicle charging programs in Oakland are exciting developments for the City. Support the Parking & Mobility Division's efforts in shaping an equitable shared mobility development. Competitive candidates will have a strong interest in community engagement, graphic design, and data.

### **East Oakland Community Based Transportation Plan**

Creating safe, equitable, healthy and reliable transportation options for East Oaklanders is a key goal for OakDOT. Work hand-in-hand with transportation planners and community leaders to design and implement a transportation planning process and develop a final plan that creates a blueprint for achieving the community's vision for East Oakland.

### **Grand Avenue Mobility Plan**

Assist staff in the planning process of a multimodal corridor plan with an emphasis on transit operations and safety improvements for people on bikes and pedestrians. Partake in an extensive and inclusive community and merchant engagement and work with the project team to draft a plan that will improve transit, walking, and biking experience for Oaklanders, visitors, and those who work in Oakland.

### **Complete Streets Planning Efforts**

OakDOT was formed in 2016. As a relatively new department, it needs fresh ideas about engaging with community members to develop corridor transportation plans that prioritize people walking, biking and taking transit and meet the needs of Oaklanders. In 2020, we'll be kicking off complete streets planning efforts on E 12th St, 73rd Ave, Bancroft Way and along several East Oakland Neighborhood Bikeways. We anticipate interns will work with engineers and planners to develop

conceptual plans, CAD drawings and/or renderings, and associated communications tools to tell the story of street improvement projects to a broad audience.

### **Local Policy Development**

Local policy development harnesses the best thinking and creative minds across OakDOT and the community we serve to develop policies that ensure Oakland is supporting the City and Department's goals of safety, equity, vibrancy, and responsiveness. Working across OakDOT divisions, this position will employ strong communication, organization, and policy analysis skills to see the best and brightest ideas come to life.

### **School Area Safety Improvements**

OakDOT partners with Oakland Unified School District (OUSD) and Oakland Police Department (OPD) to develop a Community Based Transportation Plan entitled "*Oakland City Schools: Safe Streets Transportation Plan*". This effort was launched to identify barriers to student safety, sustainable transportation and guide future transportation developments and interventions at 80+ TK-12 schools. In conjunction with Alameda County Public Health and Alameda County Safe Routes to School (Alameda CTC), we are in the process of developing policy guidance and tools to implement this larger effort. Working across the divisions, the incumbent will apply transportation engineering methodologies in the built environment, coordinate community engagement, and further, enhance their knowledge in the engineering field. The intern will work with engineers and planners to develop conceptual plans, CAD drawings and/or renderings, assist in site investigations and policy review.

### **Traffic Safety Investigations**

Staff review traffic safety concerns from residents and determine if improvements are necessary following local, state, and federal transportation engineering standards. Requests are prioritized based on collision history, proximity to schools, and equity factors. Requests include but aren't limited to difficulty entering an intersection for all modes of transportation, installing a traffic control device such as a stop sign, addressing collision history, and addressing speeding vehicles.

### **Traffic Control Plan Review**

Construction projects that disturb existing traffic conditions, such as removing a travel lane, must submit a temporary traffic control plan to the City for review and approval by engineering staff. A traffic control plan must be prepared in accordance with the traffic control application instructions and the California Manual on Uniform Traffic Control (MUTCD, Chapter 6, latest edition). For detailed instructions on preparing a traffic control plan, see traffic control application form and reference documents listed below:

- Temporary Traffic Control Pocket Reference Guide, 2007
- Work Area Traffic Control Handbook, 10th edition, 2006
- California Manual on Uniform Traffic Control (MUTCD), Chapter 6

- Accommodating Pedestrian, Bicyclists, and Bus Facilities in Construction Zones (January 2017)

### **Neighborhood Traffic Calming Projects**

OakDOT has a speed bump program designed to install speed bumps on residential streets to encourage motorists to travel at safe speeds. Residents may fill out an application and petition for speed bumps to be installed on local streets. Engineering staff will review the request and determine if speed bumps are an appropriate measure, working alongside the Oakland Fire Department and AC Transit. If deemed appropriate, staff will develop design plans and oversee delivering the construction of the speed bumps. In some cases, speed bumps may not be an appropriate means of traffic calming, and another device may be recommended.