



METRO Regional Transit Authority

Planning Intern

Department: Planning

Classification: Non- Exempt

Safety Sensitive: No

Position Summary: The position will be responsible for bus stop data collection and other duties as assigned.

Reporting Relationships:

Position Reports to: Director of Planning and Development

Direct Report By Title:

Indirect Reports by Title:

Number of Reports: Direct 0 Indirect 0

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions described in this position description. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this position description.

Job Responsibilities:

- Ability to use a computer for work procession and basic spreadsheet functions
- Ability to read and follow street and bus route maps
- Ability to carry out instructions
- Ability to follow established procedures to resolve problems
- Knowledge of techniques of effective time management
- Ability to read and interpret documents such as safety rules, operations instructions and procedure manuals
- Knowledge of correct English usage including spelling, grammar, punctuation and vocabulary

- Ability to communicate clearly and effectively both orally and in writing

Physical Requirements & Working Conditions: Job requires incumbent to stand, walk, sit, talk and listen and use hands to finger, handle or feel; view things at 20 feet or more one-third of the time; and lift up to 10 pounds. Work is typically performed outdoors and is occasionally exposed to adverse weather conditions, dust, fumes/odors and in proximity of urban vehicle traffic, requiring attention to personal and public safety. Contacts with general public, customers and other citizens and work deadlines are typical and can be stressful.

Required Skill Sets:

Job Essential Functions

- Support data collection and analysis for alternative mobility pilot project, mobile ticketing and other miscellaneous projects
 - Complete data entry of passenger count sheets
 - Conduct passenger counts via video and on-board observation
 - Other duties as assigned
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Experience and/or Educational Requirements: Position requires high school diploma or GED equivalent. Must have a valid driver's license with no more than 2 points. Prefer degree in planning, engineering or public administration.

Core Values:

Teamwork:

- Demonstrating teamwork in and across departments
- Treating everyone with respect
- Recognize that the team is greater; much more than the collection of individual efforts

Safety:

- Ensuring the safety of everyone
- Believing that every accident can be prevented
- Having a constant eye to safety in all aspects

People Centric:

- Celebrating diversity/individual differences
- Treating everyone fairly
- Valuing everyone: co-workers, customers, each other, stakeholders

Service Excellence:

- Providing the best customer service to everyone, both externally and internally
- Routinely exceeding expectations
- Serving our customers and each other

Integrity:

- Always demonstrating honesty, trust, character and fairness without compromising the truth
- Showing high regard for civility, equity/fairness and human dignity
- Having the courage to do the right thing

Action Ready:

- Sharing one goal, one mission
- Keeping commitments
- Giving more than is expected, willingly, without hesitation and without direction

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT NO LATER THAN Friday September 6th.

<https://www.akronmetro.org/metro-jobs.aspx>

Mail: METRO RTA

Attn: HR Recruiting

416 Kenmore Blvd.

Akron, OH 44301

Fax: 330-594-5033

Email: HRrecruits@akronmetro.org

This posting will be removed on Friday September 6th.

