



## RAIL OPERATIONS ANALYST INTERN TEMPORARY PART TIME

**OPEN TO STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HOUR**

**OPEN UNTIL FILLED**

**THE JOB** - Omnitrans, provider of public mass transit for the entire San Bernardino Valley, is recruiting for a temporary part-time Rail Operations Analyst Intern to work under the Director of Rail Operations to perform a variety of highly responsible and complex administrative functions. The selected Intern will assist in managing official Agency records; provide administrative support for various on-going tasks and programs; and special projects specific to the Rail Operations Department. The duties may include, but not limited to, the following:

- Serves as the system administrator for the Efficiency Testing System. Manages additions and removals of employees in conjunction with SCRRRA administrator.
- Extracts department and contractor efficiency test data, and compiles into reports and graphs for distribution to management and staff.
- Maintains files of test data for future reference. Enters contractor data into data management system.
- Serves as Administrator for all Rule Violations/Root Cause Analysis proceedings, which includes scheduling meetings for Director of Rail Operations, obtaining related documentation for Summary, and compiling packets for meetings. Uploads the related documentation onto the Efficiency Testing Program and additional logs and/or reports. Tracks information from beginning of incident to the resolution. Completes all required filing of Accident & Incident reports for FRA requirements.
- Sets up, facilitates and processes file documentation for all department meetings.
- Maintains and updates excel spreadsheets as needed per request of Director of Rail Operations.
- Participates in various field activities, which may include compliance inspections, audits, hy-rail trips, special assignments and projects as assigned.
- Attends meetings and delivers oral presentations on programs when needed.
- Assists in the reporting of Key Performance Indicators and measures based on safety, on time performance, and Service.
- Assists with analysis of performance trends to provide continuous improvements.
- Assists with performance analysis and supply chain management. Tracks rolling stock status, new procurements and projects.

**THE REQUIREMENTS** - The successful Intern will be currently enrolled in a graduate or undergraduate degree program with an interest and aptitude to work in Public Transportation, Public Administration, or related field. Experience using MS Word, Excel, PowerPoint, and Outlook is highly preferred. The ideal Intern will have analytical skills; ability to interpret data, analyze results using statistical techniques and provide ongoing reports; develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality; acquire data from primary or secondary data sources and maintain databases; share knowledge and work in a strong 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 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/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

**EEO/AA including Protected Veterans and Individuals with Disabilities**