



JOB POSTING TRANSPORTATION PLANNING INTERN

The Bangor Area Comprehensive Transportation System (BACTS) is seeking an organized, independent, and motivated intern to assist with a variety of transportation planning projects and plans, specifically the development of transit and active transportation projects and plans.

About BACTS

The Bangor Area Comprehensive Transportation System (BACTS) is the Metropolitan Planning Organization (MPO) advancing the transportation interests of the greater Bangor urbanized area (UZA), and carrying out the federal and state mandated continuing, cooperative, and comprehensive urbanized transportation planning responsibilities. The BACTS Metropolitan Planning Area (MPA) includes all of Bangor, Brewer, Penobscot Indian Island, Veazie; and portions of Bradley, Hampden, Hermon, Milford, Old Town, Orono, and Orrington, covering 43 square miles and a population of 61,210.

BACTS is governed by a Policy Committee. Each member municipality and tribe have the right to appoint one voting member for every three thousand (3,000) people in their urbanized area to the Policy Committee, with a minimum of one vote and a maximum of four votes. The Maine Department of Transportation (MaineDOT) also has the right to appoint one voting member. In addition to the voting members of the Committee, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) each have one non-voting member appointed.

The staff consists of the Executive Director, Transportation Planner, Transportation Technician, and Office Coordinator.

Responsibilities

The primary focus of the Transportation Planning Intern will be to assist the Transportation Planner with, but is not limited to, the following priorities:

- In-Field Collection of Bus Boarding/Alighting Data
- Developing and Compiling Public Survey Data
- Creating GIS Maps of Proposed Designated Bus Stops
- Developing Bus Stop Inventory
- Developing Transit Facility Improvement/Amenity Needs Plan
- Assisting with Public Engagement/Outreach Efforts
- Creating GIS Maps of Existing and Proposed Active Transportation Facilities
- Compiling Active Transportation Facilities Best-Practice Guidance
- Data Collection (both desktop and in the field) and Processing
- Preparing Statistical/Performance Reports Using Business Intelligence/Data Visualization Tools
- GIS Mapping
- Research
- Supporting Other Staff as Assigned

Required Skills and Qualifications

Essential skills and qualifications of the successful candidate include:

- Proficiency in ESRI ArcGIS
- Excellent Microsoft (MS) Office skills, specifically Excel and Word
- Strong written communications
- Ability to research, integrate, analyze, and interpret data from various sources to produce information and reports

- Aptitude creating data visualizations such as infographics, graphs, and dashboards.

Additional Qualifications

Additional qualities we are seeking in an ideal candidate include:

- Superb attention to detail
- Excellent organizational and time management skills
- Ability to work effectively independently and as part of a team
- Ability to follow verbal and written instructions with minimum supervision
- Positive attitude and professional demeanor.

Education and Experience

The Transportation Planning Intern *must* have training and proven experience (academic or applied) with Geographic Information Systems (GIS) and be a student enrolled in a program in one of the following fields of study: Urban Planning, Transportation Planning, Transportation Engineering, Geographic Information Systems, Geospatial Technologies.

Employment Category, Salary, and Benefits

This is a temporary (12-14 month), part-time (10-12 hours/week) position, which offers some flexibility in work schedule. Salary is \$15 per hour. This position is not eligible for any benefit programs.

Work Environment

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. This position works primarily at BACTS' Brewer, Maine office. This is a professional office, with a business casual environment. The majority of this position is sedentary work, which requires long periods of sitting at a desk. The employee will be regularly using computer keyboard, mouse, and video display terminals.

However, occasional in-field work will also be required for this position. Field work may require extended periods of walking, standing, stooping, kneeling, and/or crouching. It may also require up to 30 pounds of lifting, carrying, pushing, or pulling objects. The employee may also be exposed to outside weather conditions.

How to Apply

Interested candidates should electronically submit a completed employment application (which can be found on the BACTS website under JOB OPENINGS at <https://bactsmo.org/about-bacts/>) cover letter, and resume by **October 14, 2020** to paigen@bactsmo.org. Email subject line: Transportation Planning Intern Position.

No phone calls, please.

Equal Opportunity Employer

BACTS is an equal opportunity employer, committed to diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.