



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.

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

Responsibilities

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

- 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
- 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, and Benefits

This is a paid, temporary (4-6 month), part-time (20-35 hours/week) position, which offers some flexibility in work schedule. Compensation will be based on previous experience. 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 periods of sitting at a desk.

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 [here](#)) cover letter, and resume by **May 14th, 2021** to info@bactsmo.org. Email subject line: Transportation Planning Intern Position.

No phone calls, please.

Equal Opportunity Employer

BACTS is an equal opportunity employer and shall continue to pursue a policy of non-discrimination in all employment actions, practices, and conditions of employment.

1. Recruitment and selection will be administered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.
2. Reasonable accommodations for any qualified individuals, applicant or employee, will be made in accordance with the provisions of the American with Disabilities Act (ADA).