

AppalCART

APPRENTICE

Job Description

The Apprentice position works under the direction of the Director to assist in transportation planning, maintain route information, update route maps, and assist in daily transit operations. The position also involves GIS and Planning abilities to maintain and update route information. This is a full-time (40 hours) hourly temporary position. (The assignment is for one year). This position reports to the Executive Director.

Responsibilities

- Learning to use the real-time passenger information software, and how to generate reports
- Analyzing AppalCART data (RTPI and/or trip sheet data) to generate reports to identify and improve system performance
- Working with the Executive Director to design routes and schedules, and assist with system operations
- Designing materials for Public Service Announcements, flyers, company website, and company social media platforms
- Maintaining/updating route information and maps utilizing GIS and Planning abilities
 - Including schedules, stops, trip cards, and maps
 - Developing the route information and map brochure
- Updating GTFS (General Transit Feed Specification) for operations and route information accessible on TransLoc operations and Google Maps
- Assisting staff members with various tasks and learning the essential functions of a transit agency
- Working in the Dispatch Office and learning about Dispatch operations
 - Including the paratransit software, managing buses, customer service, and scheduling Rural Route and Paratransit Trips
- Learning to create trip cards and trip sheets to assist with driver reference and driver scheduling
- Attending monthly AppalCART Board Meetings and public hearings to learn the value of public involvement and communication
- Occasional presentations to the AppalCART Board

Knowledge, Skills, and Abilities

Knowledge of Planning and GIS techniques and methods to maintain route maps and assist in route planning. GIS and Cartography skills to maintain and edit existing route maps.

Ability to collaborate and work with other staff members on operational projects.

Ability to use and operate GIS and Cartography (Adobe Illustrator) software.

Ability to quickly learn operations of software including our real-time passenger information system software.

Qualifications

Recent graduate with Geography (GIS) and/or Planning background.