

2018 SUMMER INTERNSHIP PROGRAM JOB DESCRIPTIONS

Division/Dept.	Internship Opportunities
<p>1. Aviation Business Office</p> <p>Location: OAK - 1 Airport Drive</p>	<p>Gain experience in operations and financial reporting for Oakland International Airport (OAK). Be exposed to various ground transportation modes, including Public Parking and Shuttle Bus Operations.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Review ground transportation trips and billing 2. Reconcile parking revenue 3. Process and audit ground transportation applications 4. Audit parking tickets and credit card fees 5. Process and reconcile employee parking permits 6. Update ground transportation tenants in the Gatekeeper application 7. Audit payroll and operating expenses parking, shuttle and ground transportation 8. Attend Parking and Shuttle Bus & Ground Operations meetings
<p>2. Aviation Communications</p> <p>Location: OAK - 1 Airport Drive</p>	<p>Gain skills in professional writing, editing, media relations, event planning, and developing public-facing information and materials. Receive guidance and build skills in analytical review, research, business and interpersonal communications and media best practices.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Monitor the airport website and social media platforms 2. Support facilitation of internal communications efforts 3. Update internal databases and communication tools 4. Participate in special event planning and execution, such as press conferences and ribbon-cutting events 5. Organize and manage airport's online graphic repository and work with photographers to independently create new images for public use
<p>3. Aviation Facilities</p> <p>Location: 8500 Earhart Rd.</p>	<p>Gain a general understanding of airport maintenance operations for OAK, including understanding FAA (Federal Aviation Administration) regulations and airport standards including policies, procedures and airport management. <i>The ideal candidate should have an interest in aviation and airport operations.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Assist with airport maintenance operations and tracking by working closely with maintenance supervisors 2. Learn about airfield pavement, paint and signage standards 3. Enter pictures, manufacturer data and airfield signage into PortView GIS (Graphic Information System) database 4. Review and input data regarding inspections 5. Transfer existing paper logs to electronic logs for the Equipment Systems Engineers. 6. Assist with fiscal year end closing processes

<p>4. Aviation Planning & Development</p> <p>Location: OAK - 1 Airport Drive</p>	<p>Gain a general understanding of OAK operations for major development projects and how assets are tracked and used. <i>The ideal candidate will have an interest in planning, development and project management.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Work with PortView GIS (Graphic Information System) database to populate and validate additional location-based data sets 2. Perform outreach to internal airport departments to strategize on possible enhancements to PortView GIS database 3. Learn about operations of the airport, support projects and coordinate outreach and data collection efforts
<p>5. Communications</p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of Port-wide communications with the opportunity to develop writing skills and be exposed to video-making, message development and website content. <i>The ideal candidate is interested in Communications, Journalism or English.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Develop employee intranet content 2. Update media contact lists 3. Assist in communication planning 4. Assist with Port harbor tours: interface and educate visitors about Port of Oakland
<p>6. Engineering Administration</p> <p>Location: 530 Water St.</p>	<p>Interact with service, design and construction within the engineering department. Learn how engineers collaborate with other departments within the Port and revenue divisions to prepare proposals for local contracts. Work within the Port of Oakland website to design webpages that interact with network drives, online forms, and develop new and pertinent content to post. <i>The ideal candidate is a self-starter and is interested in learning about Engineering Administration.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Develop and post content for intranet for department and internet for the public 2. Collaborate with other departments, such as Aviation Project Design & Delivery, Environmental Programs, Harbor Facilities and Utilities to streamline internal procedures 3. Update logs and create reports for upper management review 3. Design and maintain construction bids and awards list, events and news on main information display
<p>7. Engineering Aviation Project Design & Delivery (Office)</p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of how construction cost estimates and bid documents are prepared and what items are needed to prepare a design. Learn to design and schedule a project at an active airport, while minimizing impacts to passenger traffic. <i>The ideal candidate should possess an interest and desire to work on engineering projects related to the design and construction of airfield infrastructure. Candidates should possess the following skills: attention to detail while maintaining an understanding of the overall project goal, good verbal and written communication skills, and ability to work independently. Intermediate knowledge of MS Word and MS Excel are required. AutoCAD drafting ability a plus.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Research and collect data for projects for design and construction information 2. Verify quantities by preparation of quantity calculations and cost estimates using MS Excel 3. Schedule and assist with preparation of construction bid documents

<p>8. Engineering Aviation Project Design & Delivery (Field)</p> <p>Location: OAK - 1 Airport Drive</p>	<p>Gain valuable field experience and work closely with Resident Engineers in administering and managing construction projects. The ideal candidate will have the desire to gain knowledge in the construction management field. <i>Candidates should possess the following skills; able to grasp new skills quickly, effective verbal and written communication skills and proficiency in using spreadsheet software. Intermediate knowledge of MS Word and MS Excel required.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Provide field support for Resident Engineers, including observation of on-going activities by contractors, log contractor resources, take photographs, prepare daily field inspection reports 2. Verify quantities by preparation of quantity calculations and cost estimates using MS Excel 3. Review plans with contractors, verify construction work, log discrepancies between plans and actual construction
<p>9. Engineering Maritime Project Design & Delivery</p> <p>Location: 530 Water St.</p>	<p>Gain experience in engineering design, estimating, and field inspections. Understand public contracting codes, contract administration procedures, office procedures, and work culture. Learn how to perform general calculations for estimating projects and use AutoCAD for design and design standard updates. <i>The ideal candidate will have <u>completed their first year of engineering classes</u>, has a desire to learn practical engineering and is a self-starter. Intermediate knowledge of MS Word, MS Excel, and AutoCAD required.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Create/Use MS Excel spreadsheets for estimates, budget tracking, and historical bid item values 2. Assist with field inspections 3. Create inventory of wharf piles 4. Pavement assets management: support data compilation, archive review, catalog in MS Excel
<p>10. Engineering Utilities</p> <p>Location: 530 Water St.</p>	<p>General understanding of utility policies and procedures from multiple utilities and Port of Oakland. Monitor shore power usage and work with internal databases to record and analyze information. <i>Interest in data analytics and energy policy or utility operation are highly desired. Intermediate knowledge of MS Word, including use of mail merge and MS Excel, including advanced formulas, functions and techniques required.</i> Knowledge of PortView GIS (Graphic Information System) database and related software systems is a plus.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Research utility policies and procedures from other municipal utilities to develop draft utilities policy and procedures for the Port of Oakland 2. Research details in infrastructure for future planning of use and conservation of water, electric, and gas 3. Research of transportation planning related to air travel, shipping, and the supporting systems (electric cars, automated trucks and cars, etc.) 4. Perform data analysis, identify patterns and trends, compile billing data and summarize usage of shore power 5. Assist with refreshing meter book (The Port uses meter books to record meter readings and calculate the energy consumed by our customers)

<p>11. Environmental Programs and Environmental Planning & Permits</p> <p>Location: 530 Water St.</p>	<p>Be exposed to a wide range of environmental work (regulatory compliance, planning and permitting, cultural resources, etc.) from an industry and land owner perspective. <i>The ideal candidate will have an interest in learning features related to permit records and regulation of development projects including, ADA (Americans with Disability Act) compliance and land-use planning.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Assist with record-keeping for environmental documents and development permits using MS Access, MS Excel, and scanning hardware and software 2. Review existing regulatory permits (i.e. BCDC (Bay Conservation & Development Commission), Water Board (San Francisco Bay Regional Water Quality Control Board), USACE (U.S. Army Corps of Engineers); document compliance requirements and schedule; track compliance 3. Conduct site inspections with staff, including scheduling, documenting, and following up with required action items 4. Assist with procession of on-going permits, including meeting with applicants and Port staff, compiling comments and conditions, and preparing approval documents
<p>12. Governmental Affairs</p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of Governmental Affairs including federal, state, regional, county and local governments' related to the Port of Oakland or of general interests to the Port. <i>The ideal candidate should possess an interest in government, be responsible and highly motivated. Strong communication skills and a team player spirit is desired.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Assist staff with compiling recent legislative and regulatory news relating to the Port of Oakland or of general interests to the Port for the bi-weekly Port Partner Newsletter 2. Create a Port overview information packet using PowerPoint, brochures, etc., to present to elected offices in order to better inform them regarding port history, operations, finances, strengths/limitations, resources, economic Impacts, etc. 3. Organize an Intern "Brown Bag," and assist in preparations and implementation of successful visits to the Port by elected officials and other dignitaries
<p>13. Human Resources Health & Safety and Emergency Operations Center</p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of general safety program and training development, including emergency/disaster plans. <i>The ideal candidate is pursuing a degree in Safety (Professional or Engineering or Industrial Hygiene), Health (Public Health, or occupational medical related) or Emergency Planning (emergency management or similar).</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Analyze injury and illness data to develop active programs for prevention to develop a bi-annual report 2. Review & update Port Health & Safety programs 3. Develop Health & Safety training for online learning management system 4. Assist in Emergency Operations Center (EOC) plan development

<p>14. Human Resources Organizational Effectiveness</p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of the role of talent development in enhancing employee skillsets and shaping an organization’s culture. Interns will learn about adult education principles, modes of learning delivery, learning management systems, instructional design and topics in our business skills curriculum.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Develop a web-based multi-media class for Port staff 2. Evaluate new courses related to enhancing business skills and assist in course selection 3. Prepare engaging communications, such as announcements, emails and printed material to promote Port-wide classes 4. Assist with updating training opportunities and resources in the learning management system. 5. Coordinate logistics for training workshops
<p>15. Information Technology</p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of the functions of an Information Technology department within a public agency, including the installation, maintenance and support of end user devices, business systems and applications and networks. <i>The ideal candidate is interested in Information Technology and has a desire to work with others to maintain technology devices within agency.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Set up new users with work stations, including telephone and other devices. 2. Image desktop and laptop 3. Resolve help desk inquiries
<p>16. Legal</p> <p>Location: 530 Water St.</p>	<p>Gain a full understanding of the Port’s legal functions, including how local governments enact and enforce policies and balance legal concerns with business, operational and other requirements. <i>The ideal candidate has is intellectually curious, has strong written communication skills and is eager help with various tasks. Interest or familiarity with public agency law is helpful, but not required.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Learn to analyze regulations and other official language from a legal and policy perspective 2. Survey, locate, update and publish Port policies and ordinances that are essential for fulfilling the Port’s legal obligations 3. Review, research, drafting and update Port policies and ordinances to conform to current practice and current law 4. Research and present findings on analogous contractual and other legal provisions and regulations from comparable agencies
<p>17. Risk Management</p> <p>Location: 530 Water St.</p>	<p>Gain an introduction to the insurance industry and risk management practices within a public agency. <i>The ideal candidate is interested in risk management and learning about the insurance industry.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Track insurance certificates 2. Scan and file insurance-related documents 3. Audit insurance files to stay compliance with insurance requirements 4. Interface with contractors, vendors and other third party entities 5. Research projects related to Risk Management

<p>18. Social Responsibility Community Relations</p> <p>Location: 530 Water St.</p>	<p>Gain experience with managing multiple projects simultaneously, while developing inter-personal and communication skills with people from diverse backgrounds and different levels of authority. This position works closely with the Community Relations department to support outreach and partnership building efforts. <i>The ideal candidate should be interested in corporate responsibility and community development.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Community Investment Programs: support ongoing outreach activities with community based organizations; assist with research and program design; and support implementation of grants 2. Assist with Port Harbor Tours and community engagement program activities 3. Support with community outreach activities for major Port projects 4. Support STEM (Science, Technology, Engineering and Mathematics) outreach activities and programming with community based organizations and local schools
<p>19. Social Responsibility Contract Compliance</p> <p>Location: 530 Water St.</p>	<p>Learn about the methodology and approaches for social equity, external agency approach, contracting community interaction and interaction within a public agency. <i>The ideal candidate should possess an interest and desire in social equity program and policies administration/implementation in Port business.</i></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Develop recommendations for utilizing social media platforms to advertise bid opportunities/certification program to gain maximum local business participation 2. Develop an inventory of local firms/agencies that provide technical assistance to small businesses with a focus on disadvantaged business enterprises 3. Research best practices on local, small business utilization data collection and technical analysis 4. Organize multiple events to share Port information with local small businesses 5. Assist with outreach, data compiling and reporting for Disparity Study analysis-(public agency's survey and analysis of contractor availability and utilization by racial, ethnic and gender groups)