

City of Asheville - Transit Apprentice

About us:

The City of Asheville is dedicated to providing quality service for the residents and visitors of our beautiful city, nestled in the Blue Ridge Mountains of western North Carolina. Asheville, NC is a thriving mountain city that has a culture enriched in diversity.

The City of Asheville values and respects a diverse community, workforce, and ideas, and is committed to promoting an equitable, fair, and just employment environment. Our organization seeks to create and provide access and opportunities to employees, residents, and visitors to fulfill their potential through inclusive engagement practices. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information or veteran status.

About our opportunity:

The City of Asheville is seeking **recent university graduates for a full-time, one-year** Transit Apprenticeship with the Transportation Department, Transit Division. The apprentice will gain real-world work experience and become familiar with the City of Asheville, Asheville Rides Transit (ART) transit routes and the role transit plays in our transportation network. The apprentice will work individually and as part of a team to assist transit planning staff with everyday project management such as: transit service improvements, facility and bus stop shelter and amenity improvements, data collection and analysis, fare changes, community engagement, and general implementation of the City's 10-year Transit Master Plan.

The apprenticeship also includes the development of an individual project that both focuses on the interest of the student and meets the goals of the division.

Work Schedule: This position generally works 7.5 hours Monday through Friday, starting between 8:30 a.m., and ending around 5:00 pm. Occasionally, there may be times when the Transit Apprentice can work additional hours, depending on public outreach meetings.

Salary and Benefits:

- 37.5 hour work week (\$49,920 annual)
- Benefits include Retirement contribution and Hospitalization Insurance
- 13 paid holidays
- 12 sick days

- 10 days paid vacation
- Education opportunities

This position will remain open until filled or until a sufficient number of applications are received.

Duties & Responsibilities

Essential Functions:

- Participate in data analytics and maintenance.
- Conduct transit service surveys.
- Collect and analyze service data (i.e., ridership, revenue, hours, and miles).
- Prepare outreach materials for the Transit Committee and other community engagement meetings
- Complete independent research or a special project.
- Work on special projects based on the specific needs of the transit system and your interests and skills. Examples of projects include bus stop improvement projects, route and schedule updates, fare policy and technology analysis, and other studies involving market research or service productivity.

Education & Experience

Minimum Qualifications:

- High school diploma or GED required
- Bachelor's degree required
- Interest in public service, transportation and/or transit planning
- **A college transcript and letter of reference is required to apply**
- Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.