

Interns may join one of the following Teams:

- Americans with Disabilities Act (ADA) Program
- Bicycle and Pedestrian Programs: Planning, Data, & Design
- Capital Finance Planning
- Complete Streets Paving & Sidewalks
- Planning & Project Development
- Parking & Mobility Division
- Policy & Intergovernmental Affairs
- Racial Equity Team
- Traffic Engineering
- Traffic Capital Projects
- Survey Team
- Inspection Team
- Great Streets Maintenance – Streets & Sidewalks Divisions

Team Descriptions

Americans with Disabilities Act (ADA) Program

The Americans with Disabilities Act is now over 30 years old, and the City of Oakland must step up more than ever to promote equity for persons with disabilities in coordinating physical and programmatic access compliance in all city programs, activities, and services. Dedicated staff manages various disability civil rights compliance activities so individuals with disabilities can thrive and live independently. ADA Programs also coordinates multi-million dollar infrastructure improvement programs, resolves disability civil rights grievances, implements settlement agreements, and assists departments in making their programs, activities, and services welcoming and accessible to all. For more information, visit <https://www.oaklandca.gov/topics/americans-with-disabilities-act-ada-services>

Typical duties may include, but are not limited to:

- Craft City policy documents based on state and federal laws. See <https://www.oaklandca.gov/resources/city-of-oakland-americans-with-disabilitiesact-ada-policies>
- Research best practices in the literature and among peer cities
- Track state and regional policies and analyze potential impacts on Oaklanders and City departments
- Assist in preparing tools and trainings for staff across departments to achieve ADA Effective Communication
- Researching and implementing policies, including reinforcing specific departmental or program responsibilities and focusing even more on ADA Effective Communication now that we are well into the 21st century.

- Working across all City departments, this position will require strong communication, organization, and policy analysis skills.

Bicycle & Pedestrian Program: Planning, Data, & Design

Interns in the Bicycle & Pedestrian Program have a broad range of opportunities implementing the City of Oakland's Bicycle Plan and Pedestrian Plan plus supporting OakDOT with data management and analysis. The Program has three intern areas: planning, data, and design. Interns with broad interests and skills may work in more than one area. Interns in the planning area contribute to bicyclist and pedestrian projects through GIS analysis (ArcGIS), mapping, community outreach, and graphic design (Illustrator). Data interns focus more deeply on GIS and databases to create, maintain, and improve important datasets on physical assets (e.g., traffic signals, speed humps, crosswalks) and traffic operations (e.g., traffic volumes, crashes, regulations). Design interns contribute to bicyclist and pedestrian projects by developing plans in AutoCAD, conducting fieldwork, and creating photo-simulations.

Competitive candidates will have more than beginning-level experience in their focus area and have opportunities to grow new skills in other areas. For all three areas, competitive candidates will have strong skills in standard office applications, creative problem-solving abilities, and comfort working in the field. Successful candidates are expected to work at least 15 hours per week during the school year and may work up to full-time during breaks. Candidates are encouraged to pursue and plan for internships of at least eight months (and up to two years) to realize fully the opportunities for contributing to complex projects.

See www.oaklandbikes.info for additional information on the Bicycle & Pedestrian Program. Past intern projects have included the design and production of Oakland's [annual bikeways map](#); a [socioeconomic analysis](#) to inform OakDOT's equity-driven work; the development of [design guidelines](#); prototyping for a project with [protected intersections](#); the development of [bicycle parking requirements](#) for new development; [community outreach](#) for neighborhood traffic safety improvements; and supporting the [Paint the Town Program](#).

Typical duties and/or projects may include, but are not limited, to:

- Apply design guidelines and templates (GIS, AutoCAD, Illustrator, Excel, Access, Word) to support the implementation of bike parking, signage, and bikeways plus the production of reports, construction plans, project specifications, and cost estimates.
- Assist with data updates and record-keeping using GIS and other database platforms to manage the City of Oakland's assets and make information accessible to the public.
- Document field conditions and collect data to inform project development and improve datasets.
- Contribute to community outreach through the development of presentations, mailers, flyers, and surveys.

Capital Finance Planning

Interns will support the OakDOT Funding Program with policy, budget, and planning analysis in the management and implementation of the department's Capital Improvement Plan (CIP). Interns will gain exposure to the entire municipal funding process, including project scoping, grant applications, and

project tracking and implementation. Competitive candidates will have a strong interest in public administration, transportation finance, interdepartmental/Citywide planning, and community engagement. Potential projects include Capital Improvement Program (CIP) development, program support for Howard Terminal, grant writing support for the Active Transportation Program, Affordable Housing and Sustainable Communities grant program and One Bay Area Grant, data mapping and visualization, etc.

Typical duties may include, but are not limited to:

- Analyze project financial data to make recommendations on how to organize and program future capital resources
- Develop outreach campaign strategies and collateral material for communicating the CIP
- Assist in all ongoing grant application processes through independent research, writing, and interdepartmental communication
- Work with project implementation staff and fiscal staff to track CIP progress
- Liaise with local oversight agencies to track project progress, ensuring full compliance with County, State, and Federal funding requirements

Complete Streets Paving & Sidewalks

The Complete Streets Paving & Sidewalks (CSP) team plans, designs, and delivers paving, sidewalks, and curb ramp improvements, guided by an equity lens.

CSP is seeking to fill both planning/data analysis intern and engineering intern positions. Interns supporting CSP will gain deep experience in complete streets project implementation, public reporting and accountability, and engineering standards and practices amid the operational volume of OakDOT's largest capital programs. Candidates are expected to work full-time during Summer and Winter breaks and approximately 15 hours per week during the school year.

Typical planning/data analysis intern duties may include:

- Developing online collateral to communicate program achievements, including webmaps and ESRI-based dashboards
- Supporting data analysis for monthly and annual program reports detailing paving, curb ramps, and sidewalks improvements
- Providing data analysis and/or policy analysis toward the development of new equity-based citywide curb ramp and sidewalk plans
- Examples of recent intern projects: comprehensive update to curb ramp compliance database, geographic equity toolbox, sidewalk construction project webmaps, outreach collateral for complete streets paving projects

Typical engineering intern duties may include:

- Draft engineering design plans in AutoCAD including vehicle, bicycle, and pedestrian-related pavement markings and traffic sign layout plans that support complete streets improvements
- Review temporary traffic control plans
- Collect existing conditions data in the field including geometric roadway conditions, pavement conditions, and curb ramp compliance

- Examples of recent intern projects: field compliance review of curb ramps on major commercial corridors, standard detail for pavement restoration requirements

Planning & Project Development

The Planning and Project Development Program (PPD) develops long-range, modal, and corridor transportation plans; manages outreach, planning and conceptual design for paving projects and other capital projects; and reviews, coordinates, and leverages major development projects to implement the City's plans and strategic priorities. Working closely with both planners and engineers, interns will support inclusive community engagement, develop complete streets corridor designs, and review private development proposals. Competitive candidates will have a basic understanding of NACTO design principles, basic proficiencies with CAD and Illustrator, will excel at project storytelling, and/or have fresh ideas for inclusive community engagement.

Typical duties and/or projects may include, but are not limited, to:

- Translate street design ideas into CAD or Illustrator renderings
- Assess multimodal existing conditions to inform project development, including surveys, counts, demographic analyses, and network analyses
- Develop outreach campaign strategies and collateral material
- Support planning efforts, including research, outreach, and analysis

Parking & Mobility Division

With increasing demand for curb space and the rise of mobility services like scooter-share and ride-sourcing, there's never been a greater time to consider parking, mobility services and parking enforcement together. The Parking & Mobility Division is dedicated to efficiently managing the city's parking supply and valuable curb space through programs such as dynamic parking pricing, parking enforcement, electric vehicle charging, and shared mobility programs like car share and bike share. Competitive candidates will have a strong interest in community engagement, program management and data analysis. Intern projects may include, but are not limited, to:

- **Innovative parking and transportation demand management strategies:** The Parking and Mobility Team recently launched an innovative "Universal Basic Mobility" program that aims to increase walking, biking, public transit, and shared mobility trips in East Oakland while reducing drive-alone car trips. Through this Pilot, \$300 pre-paid debit cards have been distributed to 500 East Oaklanders for buying trips or passes on public transportation (like BART and AC Transit) and shared mobility (bikeshare and e-scooters). In addition, the team is implementing the grant-funded "Demand-Responsive Parking & Mobility Management Initiative" (Park Oakland) with three primary goals for Downtown Oakland: increase parking availability through variable pricing and time limits, improve customer satisfaction, and actively manage the parking supply to support environmental, economic, and social equity goals. Tasks may include crafting outreach materials, developing policy, collecting data in the field, contacting employers and creating data sets.
- **Commercial vehicle loading:** With the dramatic increase in online commerce, Oakland has seen an explosion in demand for commercial vehicle loading. Unfortunately, loading zones are scarce, difficult to enforce and produce no revenue. This project will involve overhauling the City's

commercial vehicle loading program by metering the yellow loading zones, creating a new commercial loading permit, and using geospatial data to digitally charge commercial vehicle fleets for their use of curb space. Tasks may involve working with commercial fleet operators, collecting data in the field, analyzing delivery data and developing policy.

- **Zero Emission Vehicle Action Plan:** Gas- and diesel-powered vehicles are now the single largest source of greenhouse gases and air pollution in Oakland. The Zero Emission Vehicle Action Plan calls for Oakland to equitably transition the City's vehicles to clean fuels like hydrogen and electricity. Tasks involved with implementing the ZEV Plan will involve developing policies, writing grants, GIS analysis, conducting outreach in underserved communities and researching innovative new technologies.
- **Parking Enforcement:** This project will involve working with the Parking Enforcement Team to update their route maps, implement automated license plate reader technology, map School zones, procure electric bikes for the parking control technicians, update the "standard operating procedures" and otherwise increase efficiency through data analysis and research. This will be a great opportunity to gain experience with frontline workers in a non-traditional "planning" project.

Policy & Intergovernmental Affairs

As an innovative agency in a City open to pushing the boundaries and doing things differently, there is a large appetite for policies that put OakDOT's goals of safety, equity and vibrancy into action. The ideal candidate will share a passion for OakDOT's values and the role of public policy in building equitable, safe, healthy communities. Some representative projects that interns have supported in the past include developing policies to formalize pandemic response programs such as Flex Streets, which allows businesses to use our streets, parking lanes and sidewalks for people to gather, and analyzing the efficacy and equity impacts of various traffic safety practices in order to prevent crashes without creating new equity issues.

Typical duties may include, but are not limited to:

- Supporting the development of local policy initiatives, including developing staff reports and associated documents
- Researching best practices in the literature and among peer cities
- Tracking state and regional policies and analyze potential impacts on Oaklanders
- Developing communications materials for public and legislative audiences

Racial Equity Team

The OakDOT Racial Equity Team is an internal team with over fifty members and seven committees with a vision to end systemic causes of racial disparity through changing and rebuilding our policies, programs, and practices at OakDOT. The work of the team is backed by the Oakland Ordinance to intentionally integrate, on a Citywide basis, the principle of "fair and just" in all the City does in order to achieve equitable opportunities for all people and communities. The seven committees of the Racial Equity Team focus on recruitment and retention, community outreach, internal capacity building, data analytics, digital services, frontline staff needs, and traffic enforcement. Interns will work most closely with the Racial Equity Team co-chairs. This position will require strong communication, organization,

and policy analysis skills and a demonstrated dedication to advancing racial justice. Experience with community organizing, data analyzation, and/or GIS a plus.

For more information, visit <https://www.oaklandca.gov/topics/oakdot-racial-equity-team>

Typical duties may include, but are not limited to:

- Planning agendas and developing educational materials on topics relating to racial justice for meetings
- Analysis including analyzing hiring outcomes by race, gender, and ability
- Updating the City's Geographic Equity Toolbox using GIS and computer programming (<https://oakgis.maps.arcgis.com/apps/MapSeries/index.html?appid=fd47784582294d7b87cfb3ee1b047ea8&folderid=735f72c844c9434f98cf4f44f53adaaa>),
- Building an up-to-date list of local community based organizations
- Designing outreach materials including flyers and presentations
- Engaging with community members

Traffic Engineering

The OakDOT traffic engineering group is seeking engineering interns that will support the following programs:

- Neighborhood Traffic Calming Projects
- Temporary Traffic Control Plan Design Review
- School Area Traffic Safety Improvements
- Traffic Safety Investigations

Interns will come out with a strong understanding of engineering standards and practices used by local municipalities. The successful candidates are expected to work full time during Summer and Winter breaks and approximately 15 hours per week during the school year. The duration of employment is typically 2 years predicated on concurrent enrollment in an engineering program (preferably Civil Engineering) at an accredited university (preferably local).

Typical duties may include, but are not limited to:

- Draft engineering design plans in AutoCAD including pavement marking and traffic sign layout plans that support traffic safety investigations and school safety improvements
- Review temporary traffic control plans submitted by private contractors
- Collect data in the field including traffic speed, volume, and classification, and geometric roadway conditions
- Analyze engineering data to determine appropriate traffic control
- Write engineering reports

Traffic Capital Projects

The Traffic Capital Projects (TCP) program encompasses planning, design, and construction of roadway improvements, including integration and operations of roadway, traffic signals and traffic control devices, for safety and hazard elimination for all road users. This includes traffic signals for vehicles, pedestrians and bicycles, beacons, striping, signage, bicycle, and pedestrian accessible facilities.

Consistent with the DOT Strategic Plan, TCP plans, designs and constructs holistic, vibrant, and sustainable infrastructures. Though TCP provides traffic and civil design review and construction support for other city departments and private developments, the main products are the “documents for construction” comprising design plans, engineers estimates and specifications for variable roadway safety improvements.

Some latest representative projects include painted quick-build protected intersection treatment next to Merritt BART, Federal-funded Highway Safety Improvement Projects for safety improvements on MacArthur and Foothill Blvd., and shared pedestrian-bicycle pathway with a bicycle traffic safety upgrade project along the Caldecott Lane and Hiller Drive in the Caldecott Tunnel Area.

Survey Team

The City of Oakland conducts surveys to locate, describe, monument and map the boundaries of a parcel of land. Sometimes surveys include topography and the location of buildings on the parcel. This information is used before construction projects and provides important historical reference. The City of Oakland's Surveying Section in the Department of Transportation is a service and support group, providing assistance under the authority of the City Surveyor in three main areas: Construction, Data Collection and Professional Services. An intern working with the survey team will learn the structure of the City's survey program and assist with data collection, mapping, records and document research, and other projects as assigned to support the three focus areas of the team.

Typical duties would include office and field related tasks as follows:

- Assist in filing, scanning;
- Inventory, archive and organize historical data, field books, and holdings;
- Research quasi municipal documentation and monumentation to assess Excavation permit reviews;
- Assist in field operations for surveying, safety setups, traffic control, data retrieval and downloads;
- Assist in equipment and survey truck organization;
- Assist in field note taking;
- Assist in AutoCAD drawing manipulations and topographic survey reduction
- Examples of past projects: complete topographic surveys for Telegraph 20th to 40th; Harrison Street 20th to Bay Place; varied Sanitary Sewer Basins populating GIS; construction Stakeout Peralta 7th Street to Union.

Inspection Team

Inspectors' job is to review the private development and utility project construction against approved drawings, and to perform daily inspections for such projects to ensure compliance with City standards and specifications. Part of our job also is to address service requests where the City receives complaints from the public, track the issue down to identify the responsible party and direct them to fix the issue.

An intern also would review and update City standards and specifications (under the supervision of the Inspection Supervisor), perform data entry of permits and inspection information, conduct data analysis with the goal of improving inspection processes, and conduct inspections for small projects as appropriate.

Great Streets Maintenance - Streets & Sidewalks Divisions

The Streets and Sidewalks team is responsible for physical maintenance of the infrastructure that make up Oakland's Streets, sidewalks, pathways, and stairways. OakDOT's Sidewalk Division provides the highest quality of services to repair sidewalks, curbs, gutters, and curb ramps; put in fencing and guardrails, and repair concrete streets. These actions promote an active, safe, accessible and healthy environment in our communities. OakDOT's Street Maintenance Division provides the highest quality of services to maintain the streets of Oakland including paving, pothole repair, and gutter cleaning. This work promotes an active, safe, and healthy environment, and enables the community to realize the best standard of living possible, through cost-effective governance that balances staff resources and workload within budget. An intern working with the Streets and Sidewalks Divisions would perform office and clerical tasks related to tracking workloads, budgeting, planning, and customer service.