



Florida Department of Transportation Internship Program: Position Advertisements

Fall Semester 2016

Students interested in applying for any of the following Florida Department of Transportation **Fall Semester** positions must complete the internship application, Form 250-000-25, and email it to interns@dot.state.fl.us or fax it to (850) 414-5299 **by August 28, 2016**. Any applications received after that date will not be considered for the **Fall Semester**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.

The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

| Advertisement # | District / Office | Description | Location | Contact Person | Contact Information | Criteria |
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| 55990820 | District 3 | Under supervision and training of the Public Information Director or other designated staff, this position will perform entry-level professional duties of moderate difficulty to provide residents and employees with accessible information about the mission and initiatives of FDOT. Responsibilities include the following: (1) write and edit various publications and communications including press releases, columns, letters, proclamations, memoranda, etc.; (2) maintain, coordinate, and assist in the preparation of printed and web-based publications; (3) serve as a liaison between FDOT, the media, and local organizations; (4) research FDOT's presence in the media and send daily reports of news; (5) work on and lead special projects including research, communication, and strategic planning initiatives; (6) develop and analyze data and prepare reports and presentations; (7) perform miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answer telephone and take messages; provide information about FDOT activities and/or programs by responding to inquiries received by telephone, e-mail, etc.); (8) update websites for district (e.g., internet, Facebook, Twitter, Flickr, etc.). | Chipley | Richard Norris | Richard.Norris@dot.state.fl.us | The student should have strong professional written and verbal communication skills; knowledge of Associated Press style; ability to conduct basic research and follow instructions of moderate difficulty; ability to utilize department specific software to complete assignments; strong analytical and interpersonal skills; good organizational and time management skills; social media experience. Graphic design and/or video production experience is a plus. |
| 55990835 | District 5 | The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report. Assist with field inspection, gathering work needs, and calculating quantities for maintenance contracts. Assist with contract development, including developing contract scopes, drafting diagrams, reviewing contract documents as quality control, and drafting contract specifications. Assist the construction staff with contract administration. Duties include but are not limited to recording meeting minutes, developing estimates for change orders, review contractor's submittals and conducting field visits as needed. Organize and scan permits and contract documents. | Cocoa | Lorie Matthews | (386) 943-5480 | Civil Engineering students, Junior or higher; Minimum GPA 3.0 |
| 55990836 | District 5 | The intern will learn FDOT Policies and Procedures related to freight, aviation and seaports in order to review documentation related to these disciplines; provide assistance to the Freight and Logistics team coordinating daily/weekly/monthly meetings, outreach and FDOT business; support daily activities of the Freight Coordinator, Seaport Coordinator and Aviation Coordinator; and attend meetings at the request of FDOT personnel. | DeLand | Lorie Matthews | (386) 943-5480 | Civil Engineering or Planning Students, Junior or Senior or Graduate Level. |
| 55990854 | Turnpike | The intern would have the opportunity to work in the following areas: <ul style="list-style-type: none"> • Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. • Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. • Meetings – Since much of our time and work is contained in meetings, the intern would attend and monitor meeting activities including note taking, scheduling, support, and archiving documents. | Ocoee | Jennifer Makin | Jennifer.Makin@dot.state.fl.us / (407) 264-3609 | Junior or Senior in Civil Engineering |