



## Florida Department of Transportation Internship Program: Position Advertisements

### Fall Semester 2015

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 16, 2015**. Any applications received after that date will not be considered. Candidates **must be actively enrolled** students in an accredited university or college for the Fall semester. 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.

Applicants 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	Criteria
55990803	Central Office	The intern shall assist of the Office of Policy Planning and Systems Planning, working directly with the Director and senior staff. The intern will complete research, analysis and review of planning documents currently in development or under review as part of the office's planning functions. The intern will participate in meetings, assisting in the development of agenda topics, meeting materials and other written materials as needed. The intern may be asked to draft correspondence, responses, prepare speaking points, and review prepared materials for accuracy. The intern may assist with preparing itineraries, outreach efforts, fact sheets and other materials related to program development, major plan updates, committee assignments and related requests. The intern may be asked to review cost and pay estimates, progress reports and other financial and project summaries for accuracy under the supervision of staff. The intern will perform other planning related assignments as requested working directly with senior staff. The intern will be required to rotate through senior staff in the Office of Program Planning. The intern will participate in new employee orientation.	Tallahassee	Currently enrolled as a junior, senior or graduate level student in a planning discipline, preference will be given to students with a concentration or primary program area in transportation planning.
55990806	Central Office	The intern will be assigned to assist the Office of Information Technology in District 5's District Office in DeLand. Duties would include problem solving of all technical matters related to the Workstation Support Group. Identify, analyze and resolve high level technical problems and issues through troubleshooting tools and techniques. Setup, configure, install, maintain and support all end-user computer workstations, peripheral devices. Provide anti-virus support, with strict adherence to the established FDOT OIS Methods and Practices, and FDOT policies. Respond to Service Desk tickets by monitoring and updating the status of calls. Provide a very high level of Customer Service.	DeLand	Students with coursework or studies with an emphasis in Computer Science, Information Technology. Students should have knowledge, skills, and abilities to do advanced troubleshooting on various manufacturers of computers; advanced knowledge of Microsoft Operating Systems, Microsoft Center Configuration Manager, Microsoft Office Suite, O365, Outlook in a network environment and CADD applications.

55990811	District 1	<ul style="list-style-type: none"> <li>• In the Maintenance Department the intern will assist with the development and improvement of the Heartland Operations SharePoint site. This includes creating and modifying lists and libraries, uploading/downloading documents, creating user views, modifying web part pages, and managing permissions. Learn and stay up to date with Microsoft product releases and updates. Assist with creating reports and final products for management.</li> <li>• Perform data entry of records and scanning and loading of documents. Participate in improvement meetings and follow up with management on status of improvements</li> <li>• Assist with the development and improvement of GIS data. This includes creating and modifying lists, tables and libraries for uploading into GIS. Working with the GIS website and base map layers. Learn and stay up to date with ESRI product releases and updates. Assist with creating reports and final products for management.</li> <li>• Assist with teaching employees new systems and with creating help guides. Perform data entry of records and scanning and loading of documents. Participate in improvement meetings and follow up with management on status of improvements</li> <li>• This includes creating and modifying spreadsheet lists, tables and charts for uploading into SharePoint and GIS. Working with the SharePoint website and GIS Website to transfer and display accurate information. Learn and stay up to date with Microsoft product releases and updates. Assist with creating reports and final products for management.</li> </ul>	Bartow	Junior, senior or graduate student in Computer Engineering, Geography, Civil Engineering, or a closely related field with an emphasis in GIS preferred.
55990812	District 1	<ul style="list-style-type: none"> <li>• In the Program Management department the Intern will assist with the initial and final reviews of consultant prepared specifications packages and ensure they are completed in accordance with Department procedures. Assist with identifying plan notes that are redundant or conflict with the Standard Specifications.</li> <li>• Assist with ensuring that Quality Assurance of in-house and consultant prepared specifications packages is in accordance with standards, procedures, policies, formats, and guidelines as set by the Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA).</li> <li>• Assist with ensuring that consultants comply with their own Project Quality Control Plan (PQCP) as applicable to specifications package preparation.</li> <li>• Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating (LRE)</li> <li>• Run the unbalanced items report, notice to contractor form and prepare other contract bid review documents necessary in accordance with Department procedures.</li> <li>• Assist in CPM schedule development. This includes the addition or deletion of activities, changing activity durations, logic networks and modifying project or activity codes. Assist in the monthly update of active CPM schedules.</li> </ul>	Bartow	Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0
55990815	District 2	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.).	Lake City	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.
55990816	District 2	The intern shall provide engineering service to Materials customers in Design, Construction, and Maintenance, working alongside proven technical experts to develop engineering skills. The intern would assist in the review Geotechnical Reports submitted to the Department, perform field investigations with drill crew, assist with laboratory testing that aides in the engineering recommendations, assist with technical support of foundation design and construction, provide engineering assistance to Maintenance for roadway depressions and sinkholes, assist in developing pavement milling and resurfacing recommendations.	Lake City	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990818	District 2	The intern shall assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. The internal shall provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Gainesville	Civil Engineering Student; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities; a valid driver's license.
55990820	District 3	The intern shall assist Professional Services contract writers with fee proposal review, audit package verification, and with fee negotiation preparations. Assist in project advertisement information verification and data entry and the development of a standard Request for Proposal document for Professional Services. The intern shall assist with uploading contractual and/or procurement documents into the Florida Accountability Contract Tracking System.	Chipley	Business Administration, Finance or Accounting students, sophomore or higher with a minimum GPA 3.0

55990821	District 3	This internship would be in the Maintenance section and consist of three activities: (1) Bridge Inspection - Intern would be required to accompany inspection teams in the inspection of bridge structures. Intern should be able to assist in note taking, drawing sketches, using measuring devices, working with engineering reports; climb ladders; scan bridge reports; use Bridge software or other Department software. (2) Permits - Intern would be required to assist in the review and administration of all permits issued by the Maintenance Department. Intern would others in processing permits to completion; review design standards, specifications, manuals; meet with individuals to advise them on Department policies; coordinate permit reviews with other offices at the District Office; use Department permit tracking software; scan permit documents; verbally communicate clearly on permit issues. (3) Contracts - Intern would be required to assist in the administration and preparation of Maintenance Contracts. Intern would assist others in completing specification packages for maintenance contract; drafting letters as needed; tracking contract funds; and interpreting specifications, policies and procedures. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley, Midway, Milton, Panama City, Ponce de Leon	Structures, Environmental, Civil Engineering students with a 3.0 GPA
55990822	District 3	The intern would serve as a project manager assistant with the gathering and disbursement of project information, developing spreadsheets and other project coordination activities. The intern would also spend time in Survey and Right of Way (R/W) Mapping as schedules permit. The intern will help to ensure and coordinate review of all R/W requirements on projects to be sure all R/W necessary for construction is identified and that no unnecessary R/W is acquired; ensure consultants meet production schedules and coordinates with other functional areas in order to ensure smooth production flow; keep department management informed of project status on a regular and as-needed basis. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Project sites - Design - Chipley	Structures, Environmental, Civil Engineering students with a 3.0 GPA
55990823	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	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.
55990824	District 3	The intern will assist with processing contract invoice transmittals, both manual and electronic, travel reimbursement, Right of Way invoices, individual reimbursement, and utility invoices. The intern will assist with verification of appropriate codes, invoice accuracy, and proper authorization and signatures. The intern shall assist in assuring payment compliance with all Department of Transportation policies and procedures and Florida Statutes; and in daily review, monitoring, and reconciling all payments. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Financial, Accounting, Business Administration, Management students with a 3.0 GPA
5990826	District 4	In the Traffic Operations Department the intern will be given a two-week training period with focus on basic traffic engineering functions and safety. The intern shall then work with staff under the supervision of an assistant department head to analyze engineering data, produce basic engineering reports/analyses and related documentation, attend meetings within the district office relevant to the work they are performing, and make presentations to his/her supervisor and other staff.	Ft. Lauderdale	Civil Engineering students, Junior, Senior or graduate level. Minimum GPA 3.0

55990827	District 4	<p>The intern will learn about the government accounting system related to accounts payable, payroll system, and property inventory system, and will have the opportunity to learn about the governmental budget process and how funds are allocated and managed.</p> <p>Use the State's accounting system (FLAIR), P-Card and Consultant Invoice Transmittal System (CITS). Analyze and interpret accounting data for accuracy and in accordance to the terms agreed upon. Design an electronic folder system with all its components for Accounts Payable contracts and create templates as required. Assist with scanning contracts to this new system.</p> <p>Perform reviews of the documentation uploaded to ensure compliance with our Central Office. Participates in the archiving process, prepares documentation according to State guidelines.</p> <p>Engages in dialog with Auditors, Project Managers, Cost Center Managers and various partners within the Department of Transportation.</p>	Ft. Lauderdale	Accounting, Finance, students, Sophomore, Junior, Senior or graduate student. Minimum GPA 2.8
55990830	District 4	<p>The internship provides a great opportunity for a student to learn about long-range planning, policy development of the FDOT.</p> <ul style="list-style-type: none"> <li>• The intern shall have the opportunity to get involved in the Project Development &amp; Environment process and associated reviews related to wetlands, threatened and endangered species, and cultural resources</li> <li>• Interns will be expected to conduct research and data analysis and assist with preparation of GIS maps and graphics for community workshops, public meetings, and agency coordination meetings,</li> <li>• The intern will gain familiarity with the operations of the Environmental Management and/or Planning teams through full exposure to projects and processes within the departments. Within the Environmental Department, the intern will assist with the Efficient Transportation Decision Making (ETDM) process, environmental impact analysis including environmental documentation.</li> <li>• The intern would assist with in-house projects in the preliminary design and engineering area.</li> <li>• Within the Planning Department the intern will assist with transportation planning including Metropolitan Planning Organizations and public transportation including aviation, seaports, rail, transit, intermodal and freight. The intern would assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans.</li> </ul>	Ft. Lauderdale	Senior or graduate level student in Environmental/Natural Resources, Biological Sciences, Urban Planning. Minimum GPA 3.0
55990838	District 6	<p>The intern will aid the Department with one of the agencies targeted program areas to reduce pedestrian and bicycle fatalities. Duties will include (1) participating in pedestrian and bicycle safety campaigns and education efforts, (2) joining Safe Route to School education programs, and (3) assisting a pedestrian/bicyclist specialist to develop working relationships with community activists and groups to support pedestrian and bicycle safety programs.</p>	Miami	Students in Civil Engineering or related field; senior, junior or graduate student; minimum GPA 3.0
55990839	District 6	<p>Intern will develop a working understanding of the Department's Intelligent Transportation Systems (ITS) Program. Duties will include, but are not limited to: (1) assist in the operations of a series of traffic management services to provide motorists with a transportation system that is safe, efficient and capable of meeting real-time traveler demands; (2) perform traffic operations/ITS studies; (3) prepare technical reports consisting of text, drawings, tables, etc., to document findings of studies; (4) prepare data analysis reporting as needed; (5) review and assess performance measures needed to adjust ITS program initiatives.</p>	Miami	Students in Civil Engineering, Computer Engineering, or related field; Junior, senior, or graduate student; minimum GPA 3.0
55990840	District 6	<p>Develop a working understanding of the Department's budget structure. Duties: The intern will be introduced the agency funding sources, budget structure and aid the district with the establishment and monitoring of the strategic spending plan; prepare a summary document/presentation explaining the Identification of the FDOT funding sources and revenue estimating process; aid in the amended Legislative Budget request process and requests (as applicable); aid in monitoring the operating budget including entities, categories, object codes; analyze the district's zero based budget requests, monitor status of expenditures and review and adjust the strategic spending plan.</p>	Miami	Finance, Accounting. Sophomore, Junior or Senior Minimum GPA 2.8
55990844	District 7	<p>The intern may work with Geographic Information System (GIS) to filter, manipulate data and plot arials for certain roadway features. Perform drainage cross check GIS inventory, roadway input and QC data for evaluating certain ratings. Cross reference and check data between the Department Roadway inventory and consultant data collections using Global Positioning System (GPS). Work with GIS team to document and maintain records on data processing procedures. Perform design plan reviews and other duties as needed.</p> <p>The GIS intern will be expected to be a fast learner and will be required to implement solutions while learning new technologies.</p>	Tampa	Junior or senior student pursuing a Bachelor's in Geography, Urban Planning, Civil Engineering, Cartography, or a closely related field with an emphasis in GIS preferred. Minimum GPA 2.8

55990847	District 7	<p>FDOT seeks eager transportation engineering student to work part time with the Traffic Operations Office to perform the following duties in a part time role (10 hours per week). Interested individual will work with one of the most vibrant and dynamic state agencies to address safety and mobility opportunities in the Tampa Bay region. Individuals will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Review crash reports and constructing collision diagrams using Crash Data Management System.</li> <li>• Update District 7 fatal tracking system (20 to 30 fatal crash reports a month). Reviewing fatal crash reports, analyzing crash sites and proposing safety improvement recommendations.</li> <li>• Conduct various traffic &amp; safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc.,</li> <li>• Review crash reports and provide safety or operational recommendations.</li> <li>• Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing &amp; pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc.</li> <li>• Assist in data collection in the field.</li> <li>• Maintain status and organization of historical studies in District 7 SharePoint.</li> <li>• Compile crash data and Master reports for Work Program projects for internal and external customers.</li> <li>• Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects.</li> </ul>	Tampa	Undergraduate (junior or senior only) or Graduate University student with GPA 2.8 or greater.
55990850	TP	<ul style="list-style-type: none"> <li>• Work closely with Staff and Senior Accountants in the Finance, Tolls Financial Services and Property departments.</li> <li>• Assist with general day-to-day functions, including daily and monthly tasks related to accounts receivable, daily cash entries, and updating reports.</li> <li>• Download data from our FLAIR accounting system and reconcile to trial balance.</li> <li>• Prepare various types of schedules in Microsoft Excel.</li> <li>• Prepare property reports, decal inventory and update records.</li> <li>• Develop work process flowcharts.</li> <li>• Update desk manuals for current processes.</li> <li>• Performs other duties as assigned.</li> </ul>	Turkey Lake Service Plaza, Ocoee	Accounting students; ability to create and use spreadsheet and word processing software, such as Excel, Access and Word. Ability to research and analyze accounting data; ability to maintain professional communication with internal and external customers.
55990851	TP	<ul style="list-style-type: none"> <li>• Intern will work closely with staff and senior accountants in the SunPass Accounting Department.</li> <li>• Assist with payment compliance with Department of Transportation policies and procedures and Florida Statutes.</li> <li>• Initiate and track resolutions for daily accounting discrepancies related to all forms of payment.</li> <li>• Prepare daily deposit reports.</li> <li>• Identify, research and resolve account balance discrepancies.</li> <li>• Conduct research in response to customer inquiries.</li> </ul>	Florida Turnpike Enterprise, Boca Raton	Accounting students; ability to create and use spreadsheet and word processing software, such as Excel and Word. Ability to maintain professional communication with internal and external customers. Ability to research and analyze accounting data.
55990854	TP	The intern would have the opportunity to work in the following areas: (1) Traffic Engineering – Intern would analyze traffic operations on existing and proposed facilities using a variety of analysis software. (2) Technical Support – The intern would be tasked with reviewing design traffic forecasts, operational analysis, and design traffic reports. (3) 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.	Turkey Lake Service Plaza, Ocoee	Civil Engineering student (Junior or Senior)
55990855	TP	The intern would have the opportunity to work in the following areas: Roadway/Concepts –Tasks would include cost estimating current concept plans that are developed enough for estimating purposes. Guidance would be provided from Concepts and Estimating staff regarding cross sections, structures, grading, etc.; Signing and Roadside Inventory – Field inventory of signs and other roadside infrastructure as needed to complete Turnpike database; PD&E – Review of reports and checking design criteria for project against current FDOT manuals and reference documents; Other duties as assigned.	Turkey Lake Service Plaza, Ocoee	Civil or Structural Engineering student (Junior or Senior)