



## 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 23, 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
55990852	Central Office	<ul style="list-style-type: none"> <li>• Maintain the County General Highway Maps using Geographic Information Systems</li> <li>• Collect, compile, analyze, and record a variety of spatial data in support of the Surveying and Mapping Office</li> <li>• Use established reference data to verify and update roadway jurisdiction (i.e. Interstate, U.S. Highway, State Road, County Road or Local Road) and highway number (where applicable).</li> </ul>	Tallahassee	Knowledge of cartography, geography, and mapping terminology; Knowledge of geographic information systems (GIS) concepts; Skill in the use of geographic information systems (GIS) software for mapping purposes; Ability to edit geospatial data using GIS software; Ability to perform photo-interpretation of aerial imagery to identify cultural and physical features
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
55990853	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
55990840	District 6	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.	Miami	Finance, Accounting. Sophomore, Junior or Senior Minimum GPA 2.8