



Florida Department of Transportation Internship Program: Position Advertisements

Spring Semester 2017

Students interested in applying for any of the following Florida Department of Transportation **Spring 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 December 4, 2016**. Any applications received after that date will not be considered for the **Spring 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
55990802	Central Office	The intern shall: (1) provide support to the Office of Environmental Management in the FDOT Environmental Review Process and support activities associated with responsibilities of the Environmental Review and Analysis Unit; (2) research emerging issues in federal and state policy and legislative changes that could affect the FDOT procedures and policy, particularly relating to protected plant and animal species and associated programmatic approaches including programmatic and safe-harbor agreements; (3) compile statewide wildlife crossing data in Excel spreadsheets and create a basic GIS map with the key data; (4) research programmatic agreements on species implemented in other states for potential opportunities to develop similar programmatic agreements on protected species in Florida that are of interest to FDOT; (5) provide support in district coordination meetings by keeping notes and following up on action items as needed; (6) assist project delivery coordinators in review and monitoring of statewide project status and updates; (7) provide support and participate in the update and revision of FDOT's Project Development and Environment Manual, which may include review and compilation of comments made to circulated drafts.	Tallahassee	Xavier Pagan	xavier.pagan@dot.state.fl.us /(850) 414-5260	Natural or Environmental science students. Sophomore, Junior, Senior or Graduate; minimum 3.2 GPA.
55990806	Central Office	The intern would primarily assist the Commodities and Contractual Services Office with developing and establishing a contract tracking system database, for contractual services procurements. The intern would poll the districts to determine the information needed to be recorded in the database, and advise the State Purchasing Administrator. The intern would be responsible for entering contract data in the database, and also perform Procurement web updates addressing procurement rules, procedures, and guidelines, and other information for the Districts. Other duties include reviewing procurement cost support information submitted by professional services consultants, as part of contract cost analysis efforts required by State law. Other minor duties may be assigned, and necessary.	Tallahassee	Carla Perry	Carla.Perry@dot.state.fl.us	Ability to communicate effectively, both written and verbal; Ability to prepare reports and correspondence. Skilled in the following computer applications: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Knowledge of SharePoint. Analytical skills. Ability to work productively and professionally with others to accomplish goals. Ability to analyze and interpret data. Ability to research and solve problems. Ability to be proactive and work independently.
55990808	District 1	<ul style="list-style-type: none"> • Performs engineering work on multiple minor to mid-size projects. • Assures that highway and bridge projects are constructed in accordance with contract documents and compliance with Department policies and procedures. • Assists project personnel, including contractor, in solving problems that may arise during construction. • Prepares job related correspondence for contract modifications with Supervisor and office engineering staff. • Prepares or assists in taking construction measurements and the preparation of weekly progress reports and monthly reports for final estimates. • Monitors sampling and testing of materials used on projects and certifies proper requirements are met and documented. • Reviews daily reports and prepares and transmits Monthly Progress Estimates, prepares Final Estimates and develops contract modifications to compensate for additional work and time. • Certifies that all monthly and final payments submitted for a contract are correct and justified 	Bartow	Pam Grissette	(863) 519-4304	Junior, senior or graduate students in Civil Engineering, GIS, Urban Planning or related field. Minimum GPA 3.0
55990811	District 1	<ul style="list-style-type: none"> • The intern will be placed alongside a District Freight Coordinator (DFC) of the FDOT and shadow them during outreach or stakeholder engagements to gain an understanding of the purpose of outreach and coordination. • The intern will identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (i.e. manufacturers, trucking companies, distribution centers, etc.). • The intern will be expected to assist the DFC in the semesters outreach efforts through scheduling and participation. • At the end of the semester, the intern will be expected to write a short report (2-3 page white paper) on the effects and importance of outreach in FDOT. 	Bartow	Keith Robbins	(863)-519-2913	Junior or higher undergraduate students. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990812	District 1	<ul style="list-style-type: none"> • 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. 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 and Federal Highway Administration. • Assist with ensuring that consultants comply with their own Project Quality Control Plan as applicable to specifications package preparation. • Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating System or American Association of State Highway and Transportation Officials' Transport System. • Assist with updated construction cost estimates on all projects in the 5-year Work Program for the annual review. Prepare post-bid evaluations on simple and/or routine projects for District projects identified on the contract bid review list. • Run the unbalanced items report, notice to contractor form and prepare other contract bid review documents necessary in accordance with Department procedures. • Obtain completed and signed documents, as required by procedure, from the appropriate personnel and/or low bid contractor. • 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. 	Bartow	Melissa Slater	(863) 519-2838	Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0

Advertisement #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990813	District 1	<ul style="list-style-type: none"> Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within all disciplines of Right of Way, to include Acquisition, Property Management, Relocation, Support & Valuation Services. Interns at the Florida Department of Transportation will be exposed to a varied learning experience Throughout the program, Right of Way interns will gain familiarity with the operations of Florida Department of Transportation through you will have full exposure to projects and processes within the Department. Exposure and interaction with local governmental decision-making will be an opportunity for students interested in future public service. Assists the Acquisition, Property Management, Relocation, Support and Valuation Services sections of Right of Way with performing duties necessary to provide the right of way required for transportation systems development. 	Bartow	Jackie Braswell	(863) 519-2401	Junior, senior or graduate students in Civil Engineering, Project Management, Urban Planning or related field. Minimum GPA 3.0
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	Fae Ross	fae.ross@dot.state.fl.us/(386) 961-7712	Civil Engineering students; must have above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based) and report writing capabilities.
55990818	District 2	Gainesville Operations Center: Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: 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. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Gainesville	Fae Ross	fae.ross@dot.state.fl.us/(386) 961-7712	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	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.
55990825	District 3	The intern would serve as a project manager assistant with the gathering and disbursement of project information, collection of RCI data, wetland delineations and other types of field work. The intern would spend time in Program Management Office and the Right of Way (R/W) Office to gain insight to work program development activities and the R/W acquisition process. 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	Richard Norris	Richard.Norris@dot.state.fl.us	Structures, Environmental, Civil Engineering students, sophomore or higher with a 3.0 GPA.
55990827	District 4	<ul style="list-style-type: none"> A student will learn about the FDOT long-range transportation planning process, transportation policy and programs, transportation project development, traffic data analysis, travel demand forecasting, and site impact reviews. You will gain familiarity with the operations of the Planning and Environmental Management Office through full exposure to programs, projects and processes within the Transportation Planning Unit. The intern will learn to utilize and find information contained in the FDOT Strategic Intermodal System (SIS) plans, Metropolitan/Transportation Planning Organization (MPO) Long Range Transportation Plans, and other City, County, and transit agency transportation improvement plans. You will be expected to assist with collecting, maintaining, and reporting traffic, transit, roadway characteristics, and/or freight data. They may also conduct research and assist with data analysis and preparation of maps and graphics. Assist with planning studies and projects, helping gather information to analyze a corridor or area and identify needed improvements. Also assist with gathering costs and funding information for projects. Assist with reviews of traffic impact studies, developments of regional impact, master-plans, and local government comprehensive plans. They may learn to evaluate impacts and analyze conditions before and after new development trips are added to the transportation network. Gain familiarity with the Department's regional travel demand models, and learn to assist with applying the models and using key inputs and outputs. Assist with conducting stakeholder and partner coordination meetings, including preparation for the meetings, and preparing meeting minutes. 	Fort Lauderdale	Lisa Dykstra	(954) 777-4360	Criteria - Senior or graduate level student in Urban Planning or Civil Engineering. Minimum GPA 3.0
55990828	District 4	The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities. The intern shall assist the Operations Center's 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 intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Ft. Lauderdale	Albert Salas	(954)-958-7628	Junior, senior or graduate students in Civil Engineering, GIS, Urban Planning or related field. Minimum GPA 3.0
55990829	District 4	The intern shall be introduced to Microstation/AutoCAD; given basic tasks which would develop his/her CAD skills, including engineer markups, utility drafting, signing and marking details, etc. To help the intern become familiar with the local area and understand the project scope impacts, field reviews are part of the training. During these field reviews, the intern will verify existing plans conditions and possible local community impacts. Another focus of the training is production-related efforts including quantity development and verification, CAD compliance check, and the introduction to the phase submittal checklists. Finally, each intern shadows an experienced engineer to help familiarize the intern with other internal District work units and how they fit in the overall production process.	Fort Lauderdale	Betsy Jeffers	(954) 777-4061	Junior and above. Preference will be given to applicants with specializations in freight, trade, logistics, or transportation.
55990831	District 4	<ul style="list-style-type: none"> Keen interest in Multi-modal planning/administration and process The intern will learn how the Department plans and programs for alternative modes of transportation including Aviation, Seaports, Rail, Transit, Freight and Bike/Pedestrians. The Intern will learn the grant process from project inception through project close out and develop an understanding of the coordination efforts between the Department and partner agencies. The intern will gain an understanding of the production goals of the Department relative to the Freight Logistics and Passenger Operations (FLP) and Rail Enterprise (FRE) programs. The intern will also have the opportunity to participate in the ongoing development of the District 4 Freight Program which includes participation in stakeholder outreach, project development/management, and internal cross-office freight team meetings. 	Ft. Lauderdale	Jeremy UpChurch	(954) 777-4279	Junior, Senior or graduate student in Transportation/logistics, Public Administration, Urban Transportation and Planning, Minimum GPA 3.0

Advertisement #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990833	District 5	The intern shall gather documentation and verify accuracy for potential Work Program amendments (WPA); follow up with project managers to get the WPA request memo detailing justification for the amendment; contact local governments for updated WPA distribution data; and provide notification of proposed amendments to legislators, MPO's and local governments. The intern shall have opportunity to perform the following specific activities: (1) interpret and organize financial roll forward data by specific program areas for identification of deficiencies and distribution to work units; (2) create project financial plan spreadsheets when requested and monitor and update existing financial plan spreadsheets (major, mega and/or special projects); (3) assist with the development of District LAP procedure' draft and review the developed procedures and evaluate ease of use' and provide process flow chart or components flow chart, as needed. (4) assist in obtaining and reviewing LAP agreement documentation related to Professional Services for compliance with federal regulations; (5) review the project estimates for accuracy and pay item usage; (6) coordinate project estimate changes with Work Program group and different project managers; and (7) assist production staff to develop a management monitoring tool for the districtwide program; and (8) assist the GIS administrator to create GIS production work plan schedule and financial plan schedule.	DeLand	Lorie Matthews	(386) 943-5480	Business Administration, Finance or Accounting students, Junior, Senior or Graduate; minimum 3.2 GPA
55990834	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 in Microsoft Access database.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)
55990836	District 5	The Transit Modal Development intern will provide research and data analysis support to the Modal Development Office. Assignments may consist of collecting and compiling data from primary and secondary data sources in areas such as traffic counts, crash reporting and infrastructure development. Data analysis may require the evaluation of both qualitative and quantitative data for pertinent trends and correlations. Other research may consist of review, compilation and interpretation of federal, state and local statutes, rules, codes and regulations pertaining to transportation system development. The intern may attend relevant meetings within the district office and partner agencies and may be asked to give oral presentations. The intern may also be asked to do research related to grants and or initiatives to promote multimodal transportation. The intern will organize information and findings into user friendly and comprehensible spreadsheets, diagrams, written reports and presentations.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering or Planning Students, Junior or Senior or Graduate Level.
55990837	District 5	Assisting the safety and security manager with job safety protocol plan reviews. Creating tables to be used in presentations in reference with railroad accidents and incidents. Assisting the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assisting the vehicle oversight department with day today operations and inspection of sun rail vehicle fleet. Assisting management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford	Lorie Matthews	(386) 943-5480	Civil Engineering Students, Junior or Senior or Graduate Level.
55990838	District 6	The intern will aid the Department with one of the agencies targeted program areas to reduce pedestrian and bicycle fatalities. Duties will include <ul style="list-style-type: none"> • Participating in pedestrian and bicycle safety campaigns and education efforts, • Joining Safe Route to School education programs, • Assisting a pedestrian/bicyclist specialist to develop working relationships with community activists and groups to support pedestrian and bicycle safety programs. 	Miami	Ramon Sierra	(305) 470-5336	Students in Civil Engineering or related field; junior, senior, or graduate student; minimum GPA 3.0
55990839	District 6	Intern will develop a working understanding of the Department's Intelligent Transportation Systems (ITS) Program. Duties will include, but are not limited to: <ul style="list-style-type: none"> • Apply engineering principles • 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 • Perform engineering review and data analysis, develop engineering reports, studies and associated documents. 	Miami	Alexandra Lopez	(305) 640-7331	Students in Civil Engineering or related field; junior, senior, or graduate student; minimum GPA 3.0
55990842	District 6	<ul style="list-style-type: none"> • The student will experience real-world learning and application of Financial Service skills via state budget structures/process • The student will be able to employ critical thinking skills to analyze financial data as well as the effects of differing financial accounting methods on budget reports or financial statements • Students will demonstrate their knowledge of fundamental and technical concepts of accounting and budget operations • The student will have a solid understanding of auditing, budget analysis, finance, and strategic spending plan • Expose the student to professional accounting professionals who will provide the student with support throughout the internship while understanding relevant accounting process. • The student will learn the difference between the various financial instruments and provide clients/departments with the best solutions in regards to their needs. Also how the FDOT source and maintain funding. 	Miami	Anamari Martinez	(305) 470-5118	Students in Urban and Regional Planning or Sustainability, or related field, senior or graduate student, with a minimum GPA of 3.2
55990845	District 7	The intern will assist in the development of course announcements, training materials and the maintenance of the SharePoint site. The intern will assist in the daily operating duties of the training office including but not limited to grading courses and set up/break down of classes. The intern will have opportunities to collaborate with staff on special projects as they relate to performance management and training.	Tampa	Wanda Nanney	(813) 975-6183	Junior, Senior or graduate level students in Education, Marketing, Business Management, Computer Sciences, Communications, Applied Science, General Studies. Minimum GPA 3.0
55990846	District 7	We are looking for an eager and computer savvy young student to work part time with the Project Management Office. Interested candidates will perform the following duties: <ul style="list-style-type: none"> • Help project managers with a variety of tasks including but not limited to preparation of public presentations, updating fact sheets for projects that are under design, taking phone calls from concerned citizens and direct them to the appropriate staff, etc. • Update the Project Management Sharepoint and provide new ideas for improvements that could be implemented to facilitate access to available information. • Provide support to project management staff with administrative duties as needed. • Attend scope development and phase submittal meetings with project managers and assist with taking notes and keeping track of action items that needs to be addressed. • Perform other duties as needed to support project management activities within the district. 	Tampa	Sandra Gonzalez	(813)-975-6268	Senior or Graduate student pursuing a Bachelor's in Public Administration, Business Management, Planning, Information Technology. Minimum GPA 3.0
55990849	District 7	Seeking a motivated and analytical student to work part time with the Planning and Environmental Management Office. Selected individual will work with one of the most vibrant and dynamic state agencies to assist with the following activities: data collection and analysis for transportation planning activities, traffic forecast modelling for the Tampa Bay Region, production of transportation planning reports and maps, conduct research for a variety of projects, and perform other duties as needed. The following majors are encouraged to apply, however, all other relevant majors are welcome to apply as well: *Civil Engineering (any concentration) * Environmental Science *Environmental Science and Policy *Environmental Engineering *Geography *Geography and Environmental Science and Policy *Global Sustainability w/concentration in Sustainable Transportation * Urban and Community Design *Urban and Regional Planning	Tampa	Tea Music	(813) 975-6413	Senior or Graduate student pursuing degree in Civil Engineering (any concentration) Environmental Science, Environmental Science and Policy, Environmental Engineering, Geography, Minimum GPA 3.0
55990850	Turnpike	The intern will: (1) work closely with Staff and Senior Accountants in the Finance, Tolls Financial Services and Property departments; (2) assist with general day-to-day functions, including daily and monthly tasks related to accounts receivable, daily cash entries, and processing incoming payments; (3) prepare property reports, decal inventory and update records; (4) perform other duties as assigned.	Ocoee	Jennifer Makin	Jennifer.Makin@dot.state.fl.us / (407) 264-3609	Accounting Major. Skills in using 10-key calculator; Ability to create and use spreadsheet and word processing software, such as Microsoft Excel and Word. Ability to research and analyze accounting data; ability to maintain professional communication with internal and external customers.