



Florida Department of Transportation Internship Program: Position Advertisements

Spring Semester 2016

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 13, 2015**. 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	Criteria
55990805	Central Office	The intern will have an opportunity to gain an overall understanding of grants and grant management within state government. The Department manages over 40 grant programs with approximately 400 sub recipients. There are over 1,000 agreements managed within the central office and seven districts located throughout the state. The intern will assist the Statewide Grant Coordination Section within the Office of Comptroller. This section is responsible for compliance with state and federal requirements for sub recipient agreements, including financial and accounting requirements, risk assessment, monitoring and single audit compliance. Intern duties may include but shall not be limited to reconciliation and analysis of grant data, single audit compliance and quality assurance reviews.	Tallahassee	Business and Accounting students; 3.0 GPA
55990807	State Materials Office	The intern will participate in sample preparation, testing, and analysis of cementitious materials. Duties may include the following: <ul style="list-style-type: none"> • Strength testing • Data collection and analysis • Isothermal and semi-adiabatic calorimetry • Laser particle size analysis • Volume and/or density measurements utilizing a helium pycnometer • Mercury intrusion porosimetry • Literature reviews • Prepare reports • Other duties as assigned 	Gainesville	Civil Engineering students; Sophomore level and above.
55990808	District 1	Through one or more core projects, meetings with the mentor/supervisor and participation in cross-functional educational experiences with the Financial Services, Procurement Services and Program Management Departments, the Finance and Administration Intern will learn and perform various tasks within the financial structure of the Department. This varied learning experience is an ideal exposure to auditing, budgeting, contracting, estimating and scheduling. Tasks performed may include audits with detailed reports of findings and recommendations for better business practices, account reconciliations, the annual budget allocation, preparation of bid documents, assisting with critical path scheduling, etc.	Bartow	Accounting, business, and finance students GPA 3.0
55990809	District 1	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	Civil Engineering student, Junior, Senior or graduate level. GPA 3.0 or Higher.
55990812	District 1	Establish or update construction cost estimates on simple and/or routine projects in the Department's Work Program utilizing the Long Range Estimating (LRE) System or American Association of State Highway and Transportation Officials' (AASHTO) 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.	Bartow	Civil Engineering student, Junior, Senior or graduate level. GPA 3.0 or Higher.
55990815	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	Civil Engineering Student (Sophomore level or above), 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.
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.

Advertisement #	District / Office	Description	Location	Criteria
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	Civil Engineering student; must have above average skills in computer software applications (Office Suite), database management and report writing capabilities; a valid driver's license.
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 comp book creation, quantity development and verification, CAD compliance check, and the introduction to the production checklist. Finally, each intern shadows an experienced engineer to help familiarize the intern other internal District work units and how they fit in the overall production process.	Ft. Lauderdale	Civil Engineering students, Junior, Senior or graduate level. GPA 3.0 or Higher
55990830	District 4	The internship provides a great opportunity for a student to learn about long-range planning, policy development of the FDOT. <ul style="list-style-type: none"> The intern shall have the opportunity to get involved in the Project Development & Environment process and associated reviews related to wetlands, threatened and endangered species, and cultural resources 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, 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. The intern would assist with in-house projects in the preliminary design and engineering area. 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 	Ft. Lauderdale	Senior or graduate level student in Environmental/Natural Resources, Biological Sciences, Urban Planning. Minimum GPA 3.0
55990831	District 4	The intern shall prepare simple structural plans using CAD <ul style="list-style-type: none"> Perform pay item quantity calculations using MathCad Prepare cost estimates using Excel; perform simple geometry calculations for structures Assemble plans, calculations, specifications, and estimates in the required format for submittal Perform very simple structural design calculations (dependent on the intern's previous coursework) 	Ft. Lauderdale	Civil Engineering students, junior, senior or graduate level. GPA 3.0 or higher
55990833	District 5	The Bicycle/Pedestrian 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. The intern will organize information and findings into user friendly and comprehensible spreadsheets, diagrams, written reports and presentations. 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.	Orlando	Civil Engineering or Planning Students, Junior or Senior or Graduate Level.
55990836	District 5	The interns 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	Civil Engineering or Planning Students, Junior or Senior or Graduate Level.
55990837	District 5	Assist the safety and security manager with job safety protocol plan reviews. Create tables to be used in presentations in reference with railroad accidents and incidents. Assist the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assist the vehicle oversight department with day today operations and inspection of sun rail vehicle fleet. Assist 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	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	Civil Engineering students; minimum GPA 2.8
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	Students in Civil Engineering or related field; sophomore, junior, senior, or graduate student; minimum GPA 3.2
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 GPA of 3.0 or greater.
55990842	District 6	Intern will develop a working understanding of Organizational Development in the Department of Transportation. Duties will include, but are not limited to: <ul style="list-style-type: none"> Research and analyze focus group feedback; Assists with the develop curriculum and/or training materials. Assist in the revisions/updates of current curriculum 	Miami	Adult Learning Education or Organizational Development & Leadership; Junior or Senior with a GPA of 3.0 or greater
55990843	District 6	Assist in the development of typical sections, horizontal and vertical alignments, roadway cross sections and drainage systems. Assist in the preparation, review and update of roadway plans and other construction documents in accordance with Florida Department of Transportation's (FDOT) plans Preparation Manual and design standards and criteria. Assist in performing computer aided design and drafting (CADD) of roadway plans, signing and pavement marking plans and signalization plans using highway design software. Calculate quantities and prepare computation book using GEOPAK and MicroStation. Prepare project cost estimates using Transport. Participate in field inspections of highway projects. Assist in preparing documents for public meetings, presentations and hearings.	Miami	Civil Engineering students, Sophomore level or higher; minimum GPA 3.0

Advertisement #	District / Office	Description	Location	Criteria
55990845	District 7	<p>Eager transportation engineering student to work with the Traffic Operations Office. 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.</p> <ul style="list-style-type: none"> • Review crash reports and constructing collision diagrams using Crash Data Management System. • 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. • Conduct various traffic & safety studies including pedestrian crossing studies, signal warrant analysis, turn lane evaluations, etc., • Review crash reports and provide safety or operational recommendations. • Using available data and information, generate safety and operational improvement recommendations. This may including street lighting, median access modifications, new crosswalks, adjustments to signing & pavement markings, pedestrian channelization, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. • Assist in data collection in the field. • Maintain status and organization of historical studies in District 7 SharePoint. • Compile crash data and Master reports for Work Program projects for internal and external customers. • Generate benefit/cost analysis and net present value for District 7 Design Build Push Button III contract safety projects 	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
55990849	District 7	<p>In the Intermodal Systems Development (ISD) department, the Intern will gain familiarity with the operations of Florida Department of Transportation's Planning team through full exposure to projects and processes within the department.</p> <p>Participate in data collection and analysis for transportation planning activities. Assist in traffic forecast modelling for the district. Assist in production of transportation planning reports and maps. Perform other duties as needed to support transportation planning activities within the district.</p> <p>The intern would assist with house projects in the preliminary design and engineering area. Within the Planning Department the intern will assist with urban transportation planning including Metropolitan Planning Organizations and public transportation including aviation, seaports, rail, transit, intermodal and freight.</p>	Tampa	Engineering, planning junior, senior or graduate student with a minimum GPA of 3.0
55990851	Turnpike	<ul style="list-style-type: none"> • Intern will work closely with staff and senior accountants in the SunPass Accounting Department. • Research reporting requirements to ensure compliance with Department of Transportation policies and procedures and Florida Statutes. • Identify, research and resolve account discrepancies. • Understand quality assurance review and gain in-depth understanding of internal controls in place as part of report preparation. Assist in quality assurance checks and account verification. <p>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.</p>	Boca Raton	Accounting and Finance students, junior or higher Minimum GPA 3.0
55990852	Turnpike	<ul style="list-style-type: none"> • Work closely with Staff and Senior Accountants in the Finance, Tolls Financial Services and Property departments. • Organize Property digital files, to include flowchart diagram of documents, documented process flows of digital paperwork, narrative of types of records maintained and their respective retention periods. • Assist with general day-to-day flow of paperwork updating reports. • Prepare various types of schedules in Microsoft Excel. Skills and competencies include: • Ability to create: o Flowcharts, o Spreadsheets, o Process documentation • Experience with software, such as Excel, Access, Word, Flowcharts • Develop work process flowcharts of large amounts of data from several different sources. • Update current processes. • Research forms and documents. • Perform other duties as assigned. 	Ocoee	Business Administration, Records Management, or Accounting students.