Florida Department of Transportation
Internship Program: Position Advertisements

Summer Semester 2016

Students interested in applying for any of the following Florida Department of Transportation **Summer 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 May 1, 2016**. Any applications received after that date will not be considered for the **Summer 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.

Advertise-ment #	District / Office	Description	Location	Criteria
55990801	CO	The intern will be assigned to assist the Seaports Office with intermodal and seaport program functions, including implementation of the Office's 2015 Seaport and Waterways plans. This will enable the intern to experience the planning and implementation aspects of project development. This will expose the intern to topics related to all aspects of freight and modal planning with emphasis on the state's seaports and waterways.	Tallahassee	Sophomore or above students in Civil Engineering, Geography, Oceanography, Environmental Science, or Urban Planning; GPA should be 3.00 or above. Ability to use MS Office Suite and Geographic Information Systems (GIS) preferred.
55990802	CO	The intern will be working with staff on our truck taxonomy project. Their work will focus on helping us develop an inventory of truck/trailer body types. The truck taxonomy is a new way of classifying trucks and the commodities they are hauling based on selected truck features. Right now we can do truck classification counts and assign vehicles into 13 classes. Using a high speed camera at our weigh stations, an image of a truck would be fed into this truck database and based on its characteristics logged into our system.	Tallahassee	Planning or Logistics majors encouraged to apply. Interest in transportation. Strong work ethic and attention to detail.
55990803	CO	Traffic Engineering Research Lab - Duties and Responsibilities: (1) Assists in the installation, configuration, and evaluation of traffic control products against FDOT standards; (2) Assists in the development of product evaluation activity reports (3) Interacts and participates in meetings with vendors regarding product evaluations; (4) Assists with inventory tasks; (5) Performs other duties as required	Tallahassee	Electrical/Electronic/Computer Engineering major or Civil Engineering track. Skilled in problem solving; use of computers and Microsoft Office products; communication, including written, verbal and effective listening. Ability to work independently and make decisions. Ability to establish and maintain effective working relationships.
55990804	CO	Duties and Responsibilities include the following: (1) Maintain the County General Highway Maps using Geographic Information Systems; (2) Collect, compile, analyze, and record a variety of spatial data in support of the Surveying and Mapping Office; (3) 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).	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.
55990805	CO	Organizational Development Coordinator - This position will rotate among three teams to support the office's initiatives and projects. For the training management team, this position will work on the agency's new learning management system, develop the Department's Leadership Program by attending pilots, providing useful feedback, and participating in brainstorming sessions, and review mandatory training courses to improve quality, delivery, and learning outcomes. For the quality management team, this position will work on the agency's Quality Management Dashboard by participating in system pilots, user testing, and process/system improvement activities. For the policy & process management team, this position will research and identify areas for process improvements in manual business processes for Finance & Administration, assist with the review and modernization of the agency's policies and procedures, and perform research and data gathering that supports the agency's Paperless Initiative. This position will also work on collaborative projects across the three teams, including the Business Model & Planning and the 2016 Leadership Symposium.	Tallahassee	Students majoring in English, Business, Communication and Information, or similar fields of study are encouraged to apply.
55990808	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	Students degrees in Civil Engineering, Construction or Engineering Management
55990809	District 1	Throughout the program, the Permits Intern will gain familiarity with the operations of FDOT through full exposure to projects and processes within the Department. Duties and responsibilities will include the following: • Prepares and processes permit related information for scanning, organized file storage and uploading into department databases for future retrieval. • Uses proper naming conventions to ensure accurate future file retrieval. Uses a variety of software applications, databases and office equipment. • Records management tracking via various management systems to ensure compliance with Department procedures.	Fort Myers	
55990813	District 1	Throughout the program, ISD Interns will gain familiarity with the operations of Florida Department of Transportation through 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. Duties and responsibilities will include the following: • Assists with urban transportation planning including Metropolitan Planning Organizations (MPO's) and public transportation (all modes) including Aviation, Seaports, Rail, Transit, Intermodal and Freight; FDOT five year work program • Reviews developments of regional impact, sector plans and local government comprehensive plans. • Assists with project and plan technical reviews	Fort Myers	Policy/Planning/Public Administration programs
55990814	District 2	The intern shall assist the Traffic Operations Office. The duties are to include, but not be limited to, working on collision diagrams, speed studies, signal warrant studies, vehicle/bike/pedestrian counts, no passing zone studies, delay studies, and safe curve speed studies. The intern shall be required to conduct field reviews to identify roadway and traffic conditions, potential deficiencies, and crash trends, and to recommend improvements. The intern shall prepare reports consisting of text, drawings, spreadsheets, etc. to document findings and recommendations.	Jacksonville	Civil Engineering student, Sophomore or above; have a valid driver's license, above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities
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); a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities

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55990817	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 intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Jacksonville	Civil Engineering Student (Sophomore level or above); Have a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities
55990819	District 2	Intern shall assist Local Programs with the initial implementation, execution, and associated record keeping to support local program agreements. The intern will review plans, Engineer's Estimates, permits, etc. to support compliance with our local programs policies. The intern will conduct field reviews and prepare project scope reports to support the development of projects within our Work Program. The intern will monitor project schedules and track invoices. The intern will support the creation, scheduling, and sponsorship of meetings.	Lake City	Students interested in the Transportation Industry; Engineering, Planning, Construction Management or a transportation related field of study. Sophomore level or above, must have above average skills in computer applications (Microsoft Suite).
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.	Chipley	Structures, Environmental, Civil Engineering students, sophomore or higher 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	Strong analytical and interpersonal skills; good organizational and time management skills; social media experience. Graphic design and/or video production experience is a plus. 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.
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	Structures, Environmental, Civil Engineering students, sophomore or higher with a 3.0 GPA.
55990826	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	The internship provides a great opportunity for a student to 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. The intern 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, and 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. Duties and responsibilities will include: • Assist with collecting, maintaining, and reporting traffic, transit, roadway characteristics, and/or freight data. Conduct research and assist with data analysis and preparation of maps and graphics. • Within the Transportation Planning unit, assist with planning studies and projects, helping gather information to analyze a corridor or area and identify needed improvements. They may 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.	Ft. Lauderdale	Senior or graduate level student in Urban Planning or Civil Engineering. Minimum GPA 3.0
55990828	District 4	The intern will be taken through training that provides exposure to the different functions in the drainage office. The successful intern will complete training in the following areas: • basic hydraulics and hydrology calculations • introduction to roadway drainage design • introduction to environmental permitting • field reviews to address flooding inquiries	Ft. Lauderdale	Civil Engineering students, Junior, Senior or graduate level; students preferred who have completed basic hydraulic and water resources courses.
55990830	District 4	The internship provides a great opportunity for a student to learn about long-range planning, policy development of the FDOT. 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 • 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, • 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. • will 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. • will 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
55990832	District 5	The Structures Design intern should have an interest in structural engineering and will have the opportunity to be involved in and assist with structural related activities on highway transportation projects. The intern will (1) be directly involved in design functions, planning support, construction and maintenance activities related to structures, and other associated office activities within the Structures Design Office; (2) assist in preparation of contract plan sheets, design calculations, cost estimates, quantities, and other engineering functions required for the production of short span bridges, simple span bridges, miscellaneous highway structures, mast arms, strain poles, retaining walls, box culverts and sound barrier walls under the guidance of Lead Technical Professionals; (3) provide technical support for preparation of engineering reports and other documents associated with structural projects; (4) assist in the review and evaluation of consultant produced Bridge Development Report's, plans, and design calculations for structures under the guidance of Lead Technical Professionals.	DeLand	Civil Engineering students, Junior or higher Minimum GPA 3.0 Please provide your resume and a letter focusing on your interest in structural engineering discussing structural engineering experiences, education, training or career aspirations. (1 page max for letter). Knowledge of Microsoft Word and Excel, good organizational and time management skills.
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 comprehendible 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.

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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. 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.	Orlando	Civil Engineering students (Junior, Senior or Graduate-level)
55990835	District 5	The intern will 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, MPOs, 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 the 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 items usage; (6) coordinate project estimate changes with the Work Program group and different project managers; and (7) assist Production Management 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	Business Administration, Finance or Accounting students, Junior, Senior, or Graduate; minimum GPA 3.2.
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	Civil Engineering or Planning Students, Junior or Senior or Graduate Level.
55990837	District 5	The intern will 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 1. Participating in pedestrian and bicycle safety campaigns and education efforts, 2. Joining Safe Route to School education programs, 3. Assisting a pedestrian/bicyclist specialist to develop working relationships with community activists and groups to support pedestrian and bicycle safety programs.	Miami	Senior or graduate level student in Environmental/Natural Resources, Biological Sciences, Urban Planning. Minimum GPA 3.0
55990840	District 6	The intern will develop a working understanding of the Department's Systems Planning, Statistics, Bicycle and Pedestrian and Metropolitan Planning process. The intern will assist with regional coordination research, performance measurements, systems planning, statistics applications, transit/multimodal transportation research, bicycle and pedestrian best practices, and environmental screening process. The intern will develop graphics, white papers, and reports to support the planning unit.	Miami	Students in Urban and Reg. Planning or Sustainability, or related field, senior or graduate student, with a Min. GPA of 3.2
55990841	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 the following: (1) apply engineering principles; (2) 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 3.0
55990843	District 6	The intern will assist in the development of typical sections, horizontal and vertical alignments, roadway cross sections and drainage systems; 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; in performing computer aided design and drafting (CADD) of roadway plans, signing and pavement marking plans and signalization plans using highway design software. The intern will calculate quantities and prepare computation book using GEOPAK and MicroStation; prepare project cost estimates using Transport; participate in field inspections of highway projects; and assist in preparing documents for public meetings, presentations and hearings.	Miami	Civil Engineering students, Sophomore level or higher; 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: • 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	Senior or higher student pursuing a Bachelor's in Public Administration , Business Management, Planning, Information Technology. 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, sorting incoming mail, scanning, updating reports, and copying; (3) prepare property reports, decal inventory and update records; (4) perform other duties as assigned	Ocoee	Business Administration, Finance or Accounting students, Junior, Senior, or Graduate; minimum GPA 3.0. 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.
55990851	Turnpike	The intern will develop an understanding of the Right of Way field and learn about the various functional areas that make up the Turnpike Right of Way (Real Estate) office. The intern will assist with complex production management activities associated with large infrastructure projects. The intern will be assigned to assist project managers with scheduling, budgeting, contracting and systems development tasks. Areas of exposure will be project management, land acquisition (commercial and residential), appraisal, relocation and eminent domain.	Ocoee	Basic understanding of real estate principles preferred but not required. Student should have strong written and verbal skills, exhibit high energy, and possess above average computer skills.
55990853	Turnpike	The intern will have the opportunity to work in the following areas: (1) Administration – review of contract documents, supplementals, and staff hour negotiations; (2) Design – assist design (roadway, drainage, signing/pavement marking, lighting, utilities, structures) disciplines with project reviews, project scopes, and attend project meetings. Perform other duties as assigned.	Ocoee	Engineering students (civil preferred but not required), sophomore or above