



# 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](mailto:interns@dot.state.fl.us) or fax it to (850) 414-5299 **by May 15, 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.

Advertisement #	District / Office	Description	Location	Criteria
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
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.	Lake City	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
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.
55990831	District 4	The intern shall prepare simple structural plans using CAD <ul style="list-style-type: none"> <li>• Perform pay item quantity calculations using MathCad</li> <li>• Prepare cost estimates using Excel; perform simple geometry calculations for structures</li> <li>• Assemble plans, calculations, specifications, and estimates in the required format for submittal</li> <li>• Perform very simple structural design calculations (dependent on the intern's previous coursework)</li> </ul>	Ft. Lauderdale	Civil Engineering students, junior, senior or graduate level. GPA 3.0 or higher
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"> <li>• 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.</li> <li>• Update the Project Management Sharepoint and provide new ideas for improvements that could be implemented to facilitate access to available information.</li> <li>• Provide support to project management staff with administrative duties as needed.</li> <li>• 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.</li> <li>• Perform other duties as needed to support project management activities within the district.</li> </ul>	Tampa	Senior or higher student pursuing a Bachelor's in Public Administration , Business Management, Planning, Information Technology. Minimum GPA 3.0