

Who we are:

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has more than 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Construction offices work with communities and local partners to achieve timely delivery of construction projects providing improved transportation options for multimodal users.

For more information on this division, please see link below:

<https://www.tn.gov/content/tn/tdot/find-local-information.html>



Civil Engineering Intern Region 4 Construction Locations: Jackson, TN Compensation: \$18.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern to work in the regional Construction office located in Jackson, TN. This intern will get an overview of the different projects that our construction offices are responsible for such as major grading projects, bridge construction, resurfacing, safety improvement projects, and maintenance contracts. Over the course of the program the intern will become familiar with Materials and Tests Standard Operating Procedures, TDOT Specifications, Plans Reading, Circular Letters, Contracts, and Special Provisions. The intern will learn to lead lane closure meetings and keep notes for the preconstruction conferences and weekly jobs update meetings to compose an email to be sent out to field and office staff to keep them advised. This will be part of the networking, using technology, and developing reports for the intern.

Responsibilities

- Review the Critical Path Report for a contract each month. A report will be generated detailing their findings in the CPM and its documents versus what work the contractor has performed that month.
- Become familiar with TDOT specifications, Materials and Tests Standard Operating Procedures, Construction Plans, and the different challenges that arise on a daily basis in the field.
- Assist field staff to learn the day to day operations of a District Construction office.
- Attend Microsoft Teams meetings with the supervisor for lane closure and weekly update meetings.
- Attend preconstruction conferences with the contractor and TDOT staff to be held either in person or via Microsoft Teams.
- Conduct site inspections on local, active construction projects.
- Assist in the preparation of documents necessary for payments to contractors.
- Attend materials testing classes, if available, to obtain certifications.
- Assist in performing environmental and traffic inspections on active jobsites.
- Assist in Maintenance Quality Assurance inspections.

Minimum Qualifications

- Civil Engineering major required.
- Junior, or Senior Class Status required as of May 2022 OR recent Graduate as of Spring 2021.
- Legally authorized to work in the U.S.
- Familiarity with foundational transportation engineering concepts.
- Critical thinking, effective communication skills, and problem-solving skills preferred

To be considered for this position, please apply via [SurveyMonkey](#). **Please attach a two (2) page maximum résumé and a transcript to your application. Applicants will be required to provide an academic portfolio showcasing academic achievements, experience, and knowledge.**

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.