

## 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 close to 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

## What the Environmental Division does:

The Environmental Division is responsible for the protection, preservation and enhancement of the environment with the implementation of transportation projects. The division, under the National Environmental Policy Act, assists in transportation project development and decision making process. The Environmental Compliance Office provides the oversight, training and technical expertise necessary for environmental compliance for TDOT construction activities and TDOT facilities.

**For more information on this division, please see link below:**  
<https://www.tn.gov/tdot/environmental-home.html>



### TDOT Intern

#### Environmental Division – NEPA Office

Location: Nashville, TN

Compensation: \$18.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Headquarters Environmental Division's NEPA Office located in Downtown Nashville. An intern with the NEPA Special Projects (NSP) Section will be presented with the opportunity to develop project management skills while assisting Local Governments in successfully completing the NEPA process. The intern will 1) become familiar with 23 CFR § 771.117 - FHWA regulations for categorical exclusions 2) learn necessary components required for approval of NEPA Categorical Exclusion document 3) review incoming materials, including coordination materials and studies, for completeness 4) assist with incoming requests for information 5) collaborate with Local Governments and/or their consultants to address additional requests from environmental technical sections and 6) assist with project tracking database and file management.

### Responsibilities

- Assist with the receipt and review of environmental documentation submitted for Local Programs NEPA documentation.
- Develop the purpose and need statements for environmental justice analysis.
- Complete associated filing and data management. Intern will be given a mock Categorical Exclusion (CE) to complete.
- Update tracking spreadsheet, welcome letters, and prepare coordination items
- Begin working on a TDOT Categorical Exclusion.

### Minimum Qualifications

- Biology, fisheries, wildlife management, archaeology, or historic preservation 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.

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.*