

## 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 Division does:

The Asset Management Division is responsible for the administration of several statewide programs to ensure the state roadway network and highway assets are maintained at an acceptable level of service by using cost effective measures. Specific responsibilities include establishing standard operating maintenance procedures and policies, development of an annual roadway maintenance budget, emergency management planning, pavement management, interagency and city maintenance agreements, and development of roadway maintenance contracts.

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

<https://www.tn.gov/tdot/maintenance.html>



### TDOT Intern

Headquarters – Asset Management

Location: Nashville, TN

Compensation: 16.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a student intern studying Civil Engineering to work in the Headquarters Asset Management Office, located in downtown Nashville, TN. This intern will assist TDOT engineers in this office and will 1) Develop an understanding of asset management principles and practices. 2) Develop basic competencies in utilizing GIS databases and GIS maps to produce desired reporting needs. 3) Develop an understanding of developing routine maintenance budgets and monitoring in-house work expenditures. 4) Develop an understanding of the FHWA Emergency Relief Program major steps required for state DOT's to obtain reimbursement after a disaster occurs.

### Responsibilities

- Review MMS Daily Work Order (DWR) costing, accomplishments, etc.
- Review MMS average daily production rates, work requests, scheduling, average unit prices, and Activity Standards.
- Review guardrail specifications, ADA ramps, Pipe Culvert Inventory Pilot Data
- Conduct quality assurance of asset inventory geodatabase, MMS database, and Maintenance Quality Assurance inspection reports to improve data accuracy.
- Review disaster Detailed Assessment Forms (DAF's) and final cost data related to state network damage inflicted by recent disaster events.
- Review data to support the update of TDOT's Transportation Asset Management Plan (TAMP)
- Learn about other functions of the Asset Management Division such as Pavement Management and Contracts Development.
- Observe various functions within other TDOT divisions such as Construction and Maintenance

### Qualifications

- Civil Engineering Major required.
- Junior, or Senior Class Status required as of May 2021 OR recent Graduate as of Spring 2020.
- Legally authorized to work in the U.S.
- Familiarity with Microsoft Office and strong communication skills preferred.

**Please attach a two (2) page maximum résumé and a transcript to your application.**

**Selected candidates will be required to provide two letters of reference (professional, or personal).**

*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.*