

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 Highway Beautification Office encompasses a varied group of programs ranging from regulatory control and oversight of outdoor advertising to preserving, sustaining and enhancing the beauty of the Tennessee landscape.

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

<https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office.html>



TDOT Intern

Environmental Division

Highway Beautification Office – Outdoor Advertising Section

Location: Nashville, TN

Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Headquarters Highway Beautification Office's Outdoor Advertising office, located in Downtown Nashville. The intern will work on the following projects: 1) **ODA Billboard Litigation Review and Catalogue**: work with assigned HQ Staff and Legal Staff to produce a comprehensive report/spreadsheet of Outdoor Advertising Litigation History (15 years) with the ability to cross-reference. 2) **Sign Removal Manual**: work with assigned HQ Staff and Legal Staff to create a manual based on "Sign Removals", that will be used by current staff. 3) **Junkyard Control**: independently produce a spreadsheet which will include Junkyard locations to be used by ODA Office Staff (HQ and Regional Offices). Regional staff will assist by locating sites using GPS equipment. 4) **ODA Fieldwork**: learning ODA and junkyard fieldwork processes with Regional Beautification staff including the use of global positioning equipment.

Responsibilities

- **Headquarters:**
 - Assisting HQ office staff with reviewing and processing of incoming applications for Outdoor Advertising, Vegetation and Junkyard Control
 - Reviewing and cataloging Legal Files for use in comprehensive litigation/lawsuit subject spreadsheet
 - Assist with data/records research for major sign database reconciliation
 - Working on assigned project list
- **Region 3 Field Office:**
 - Assist with conducting ODA Field Inspections/ processing information
 - Assist with conducting Vegetation Control Field Inspections / processing information
 - Hands on training using GPS Field Equipment and other accessories
 - Assist with Route Inventory Surveillance

Minimum Qualifications

- Agricultural Science, Environmental Science, GIS, and Geography 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.

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.