

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 Right of Way division's Utilities Office is responsible for the coordination of local utility and railroad relocation efforts for highway construction and issuance of utility encroachment permits.

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

<https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region-3.html>



TDOT Intern

Region 3 Project Development - Right-of-Way & Utilities

Location: Nashville, TN

Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Right-of-Way Utilities office located in Nashville, TN. The Utilities intern will be exposed to and be expected to learn concepts related to the right-of-way appraisal, acquisition and relocation processes, as well as a basic understanding of the utility coordination process in accordance with applicable state and federal policies and procedures.

Responsibilities

- Attend right-of-way and utility meetings as well as assist with any preparations needed with meeting materials. The intern will accompany ROW Agents on visits to property owners for initial offers, follow up negotiation appointments, complete closings, take inventory of properties, and information gathering visits (PGI's).
- Assist with internal documentation processes in paper and/or electronic form assuring all items required are uploaded into the statewide database and filed properly based on the ROW Manual guidelines/policies. Also, scan right-of-way plans, maps to flash drives, and transfer data to the shared drive to have in electronic form.
- Accompany staff members in right-of-way and utility meetings with internal and external stakeholders and assisting in the preparation of meeting related materials.
- Perform routine audits of right-of-way and utility related documentation, as well as assisting with property management functions.
- Enter and update documentation in the statewide right-of-way and utilities database. Prepare distribution of correspondence to residents, businesses and utility companies as needed.

Qualifications

- Civil engineering, Business, Real Estate, Finance, or Pre-Law 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.