

## 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 Construction Division is responsible for the Operations Contract Administration functions for the Department and manages the specifications, policies, and procedures for construction field offices across the state. In addition, the Construction Division spearheads innovative initiatives such as new construction methods, e-construction, and alternative contracting.

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

<https://www.tn.gov/tdot-construction-division.html>



### Civil Engineering Intern

Construction Division

Location: Nashville, TN

Compensation: \$20.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a student intern to work in the Headquarters Construction Division located in downtown Nashville. This intern will learn about the "letting" procedure and practices, develop and analyze schedules, and develop and/or improve upon communication, engineering judgment, and deductive reasoning abilities. The intern will be assigned an existing project for each Region. The intern will become familiar with the project and assist in the estimating and contract administration of the project. The intern will also research and verify the established production rates for various work items used to determine contract completion dates on projects.

### Responsibilities

- Maintain Letting Spreadsheet for Division for June through August Lettings.
- Verify and update production rates used in the contract time determination worksheet.
- Update production rates used in the Time determination worksheet.
- Analyze and participate in schedule reviews.
- Review accuracy of estimate files and review letting plans for completion.
- Review consultant invoices, Receipt and voucher consultant invoices, and Local Programs proposal books.
- Assist in setting DBE goals for August letting, time determination for August letting, estimating for August letting, and updating production rates.
- Assist in answering contractor questions and addendums on specific projects.

### Minimum Qualifications

- Civil Engineering major required
- Junior, or Senior Class Status required as of May 2023 OR recent Graduate as of Spring 2022.
- Legally authorized to work in the U.S.
- Strong communication skills, familiarity with Microsoft Office, and an interest in Construction Administration 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.*