

## 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 3,400 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

## What the Division does:

The Engineering Division establishes policy, technical guidance, procedures, specifications, design standards, and manuals and is responsible for research, development, and implementation of state-of-the-art design technologies, practices, equipment, software, and innovative concepts for the Structures, Roadway Design, and Geodetic disciplines within TDOT's Bureau of Engineering. The division supports the Regional Preconstruction Teams and Project Management in the delivery of the department's projects and programs.

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

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



### Civil Engineering Intern

Headquarters Engineering Production Support

Location: Nashville, TN

Compensation: \$20.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring student interns for the Headquarters Engineering Production Support office located in Downtown Nashville. The intern will assist Engineering Production Support staff in developing and releasing guidance to assist with the transition to PDN, determining if current processes are meeting TDOT's needs, and learning how to build guidance and documents to comply with State and Federal codes. The intern will also meet with Regional Staff and Statewide Experts to determine the need for new tools or guides, compile the information, and release new documentation.

### Responsibilities

- Assist engineering staff in coordinating meetings and interviews to determine the utilization of documentation.
- Keep notes and track changes recommended to our documentation.
- Follow up with TDOT Divisions to ensure materials allow consistent production of plans.
- Meet key stakeholders and learn steps to ensure successful change implementation.
- Verify plans adequately are logged to ensure each plan is easily located when needed by stakeholders across the State.
- Meet with ADA Staff and become familiar with PROWAG, the RDG, and PDN processes.
- Utilize Adobe DC, Microsoft Office, e trims, and Google earth.

### Minimum Qualifications

- Civil Engineering major required.
- Junior, or Senior Class Status required as of May 2024 OR recent Graduate as of Spring 2023.
- Legally authorized to work in the U.S.
- Familiar with Microsoft Office, strong written and verbal communication skills Steel Design class and Concrete Design class work experience preferred (this can be unrelated to engineering).

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.