

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 we do:

The Local Programs Development Office assists local governments with administering state and federal aid projects. Types of projects administered in Local Programs include projects such as roadway resurfacing, greenways, signalization of intersections, and bridge replacements. These projects must follow the Local Government Guidelines Manual.

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

<https://www.tn.gov/tdot/program-development-and-administration-home/local-programs.html>



TDOT Intern

Local Programs Office

Location: Nashville, TN

Compensation: \$20.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Local Programs Development Office, located in Downtown Nashville. This intern will develop a Disadvantaged Business Enterprise (DBE) interest list for contractors to be posted on the Local Programs website. This will allow contractors to identify DBE's to utilize on locally managed construction projects in specific counties. This will increase DBE usage and help the Department reach our DBE goal set by the Federal Highway Administration (FHWA). The intern will collaborate with the Civil Rights Office and Tennessee Road Builders Association to communicate with DBEs. The intern will also produce a written process that can be followed upon their departure from the internship and assist with getting the list posted on the website to be accessed by many stakeholders.

Responsibilities

- Collaborate with the Civil Rights office to identify DBEs interested in working on locally managed projects.
- Reviewing projects for eligibility and drafting contracts, drafting Notice to Proceeds, Drafting US-1s for funding after reviewing project information.
- Draft documents to be issued to local governments.
- Respond to emails and phone calls from project stakeholders, research current programs and projects, shadow Local Programs staff and learn about their roles within the office.
- Attend meetings with internal and external stakeholders such as elected officials including mayors, county highway supervisors, and Legislators, private engineering firm representatives, rural and urban planners, federal highway officials, and others in the transportation field across the State of Tennessee.

Minimum Qualifications

- 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.
- Organization skills, attention to detail, customer service skills, and strong oral and written communication skills 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.