

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/tdot-construction-division.html>



TDOT Intern

Construction Division

Location: Nashville, TN

Compensation: \$16.00/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.

Responsibilities

- Maintain Letting Spreadsheet for Division for June through August Lettings.
- Analyze Local Program bid books and bids and provide findings/recommendations for concurrences.
- Analyze and participate in schedule reviews.
- Review accuracy of estimate files and review letting plans for completion.
- Assist in reviewing invoices.

Minimum Qualifications

- Civil Engineering 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.
- Strong communication skills, familiarity with Microsoft Office, and an interest in Construction Administration preferred.

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.