

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.html>



TDOT Intern

Local Programs Office

Location: Nashville, TN

Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Program Development Division's Local Programs Office, located in Downtown Nashville. The Program Development intern will become familiar with the transportation project development process while working with internal staff, Metropolitan Planning Organizations, and cities and counties. Specifically, this intern will assist with the administering of select grant projects which will be in various stages of project development (from awarding a grant project to construction completion) in order to get a well-rounded experience of TDOT's transportation project delivery process.

Responsibilities

- Learn to perform monitoring and analysis of procedural and regulatory requirements for complex transportation projects including funding opportunities available to cities and counties, interpreting transportation legislation and the effects it has on programs and projects, and the project development and construction processes.
- Learn and apply project management, client relations, and time management skills.
- 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 2021 OR recent Graduate as of Spring 2020.
- Legally authorized to work in the U.S.
- Organization skills, attention to detail, learning on the fly, and strong oral and written communication skills 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.