

## 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 Aeronautics Division does:

The Aeronautics Division supports, promotes and delivers services that encourage and enhance a sustainable, efficient and safe air transportation system in Tennessee. The division provides financial and technical assistance to publicly owned airport operators for the planning, development, promotion, construction and operation of public use airports throughout the state. The division is also responsible for annual airport safety and maintenance inspections, maintaining a statewide airport system plan, promoting aviation education throughout the state and providing flight services to all branches of state government.

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

**<https://www.tn.gov/tdot/aeronautics.html>**



## TDOT Intern Aeronautics Division – Project Management

Location: Nashville, TN  
Compensation: \$16.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Aeronautics Division's Project Management/Environmental Compliance office located in Nashville, TN. This intern will take an active role in assisting the project manager with final project close-out documentation for the Airfield Pavement and Marking Maintenance contract, average professional services and construction cost analysis, and organization of the Aeronautics Division's document management website. This intern will learn engineering and construction documentation matters, how to execute an ACIP or ALP plan into actual construction projects, and about capital improvement development and workflow.

### Responsibilities

- Conduct document management and organization in the Aeronautics Division's FileNet website.
- Communicate with local officials, see airport construction projects, and work through project related challenges
- Review engineering plans for airport construction projects.
- Assist the Project manager in the review of funding requests.
- Attend Airport construction site visits and Project planning meetings.

### 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 oral and written communication skills, familiarity with Microsoft Office, and an interest in aviation 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.*