



## Florida Department of Transportation Internship Program: Position Advertisements

Spring Semester 2022

Students interested in applying for any of the following Florida Department of Transportation **Spring Semester** positions must complete the internship application, Form 250-000-25, and email it to [interns@dot.state.fl.us](mailto:interns@dot.state.fl.us) or fax it to (850) 414-5299 by **December 12, 2021**. Any applications received after that date will not be considered for the **Spring Semester 2022**. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee. The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act. The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990801	Central Office Procurement	<p>The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying &amp; mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. The position would be responsible for providing general support and assistance within the Procurement Office. Duties and responsibilities include but are not limited to:</p> <p><b>% of time Duty/ Responsibility</b>            60% Organize and Compile information for various reports.            20% Perform simple web page updates.            10% Database and web application data entry            5% Review cost support information, as part of contract cost analysis efforts.            5% Performs other duties as assigned</p> <p>Working In the Procurement Office will allow you to learn a variety of skills that will build a worthy resume for a full time position once you graduate and enter the workforce. There is something for everyone in this office. If your ultimate goal or plan is to become a planner, engineer or work in the administration, finance, or technology areas at FDOT, this is the office you want to work in. We work with virtually every office at the Agency.</p> <ul style="list-style-type: none"> <li>Ability to interpret and communicate technical information related to computer programming and information technology concepts, both verbally and in writing.</li> <li>Ability to communicate effectively, both written and verbal.</li> <li>Ability to establish and maintain effective working relationships with others.</li> <li>Ability to work independently and balance multiple projects and processes simultaneously.</li> <li>Ability to prepare reports, correspondence, guidelines, and PowerPoint presentations.</li> <li>Knowledge of governing statutes, Rule, and procedures related to Professional Services consultant contracting and consultant performance evaluation.</li> <li>You should be skilled in the following computer applications: Microsoft Word, Microsoft Excel, and PowerPoint. Knowledge of website design and Active Server Pages (ASP) web development, SQL Server Management Studio, and Visual Studio.</li> </ul> <p>Knowledge of statistical data analysis.            Ability to prepare computer programming specifications, test plans and create test data scenarios.</p>	Tallahassee	Angela Matiyow	850-414-4481	Students in Engineering, Planning, Public Administration, Information Technology, Management of Information Systems, Computer Programming, Business, Accounting, Economics, Finance or related fields. Sophomore, Junior, Senior or Graduate. Minimum GPA 3.0
55990802	Central Office Maintenance	<p>In the Engineering Maintenance office, you will compile district bids and procurement information to enable meaningful projections. You will be exposed to and work on the following projects:</p> <ul style="list-style-type: none"> <li>Assists with compiling and checking pie charts (contract financial data) and BAR Charts (Bridge and Roadway Miles Inventory) for Asset Maintenance data.</li> <li>Assist in reviewing and verify data on the Contracts Asset Maintenance website. Examples of reports are: AMPER grades, active and future contracts.</li> <li>Assist with review of AM Contract scopes and RFPs for new procurements.</li> <li>Create, organize, and compile information for various spreadsheets and reports.</li> <li>Assists in performing quality assurance reviews and writing summary reports for Asset Maintenance Contracts.</li> </ul>	Tallahassee	Jean Ducher	850-410-5809	Students in Civil Engineering, Mathematics, Industrial Engineering, or related field; Must have valid Drivers License. Junior, senior, or graduate level; minimum GPA 2.8
55990811	District 1	<p>The FDOT District Modal Development Office has a branch that focuses on enhancement of Florida's economy and communities through providing quality transportation networks that drive commerce, bringing freight into your everyday life. They also provide leadership, policy guidance, and technical assistance to ensure safe, effective, and efficient freight movement throughout the state. Do you enjoy working with other people to identify problems and potential resolutions along with development of implementation plans to put solutions into practice? Intern will be placed alongside a District Freight &amp; Seaport Coordinator (DFC) of the FDOT to work with them in the areas of stakeholder outreach, freight project identification, freight network analysis, freight and seaport infrastructure needs analysis and planning, industry analysis, and freight mobility safety planning.</p> <p>You are expected to use critical thinking and interpersonal skills in every aspect of the project work. They are encouraged to bring fresh and innovative ideas to the position and seek ways to further develop our stakeholder engagement process.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Identify, contact and coordinate outreach efforts with a variety of public and private sector freight transportation stakeholders (i.e., manufacturers, trucking companies, distribution centers, local planning offices, local authorities, agriculture community, etc.)</li> <li>Accompany the DFC to stakeholder meetings and participate in discussion on projects, needs, and other items concerning improvements to freight mobility</li> <li>Work with the DFC to identify and manage freight project needs based on stakeholder engagement feedback</li> <li>Work with the DFC to identify and manage freight funding opportunities including federal discretionary grants and FDOT funding opportunities</li> <li>Build and/or maintain datasets, worksheets, presentations, or other tools for management of freight project and system information</li> <li>Work with the DFC in development of programs and projects in support of the District Freight Mobility and Trade Plan</li> <li>Develop and present a project at one of the DFC engagement forums with stakeholders and gain feedback through a tool devised by the Intern</li> <li>At the end of the semester, the intern will be expected to write a short report (2-3 page white paper) on the effects and importance of outreach and stakeholder engagement in FDOT.</li> </ul>	Bartow	Keith Robbins	863-519-2250	Preferred students with Majors/Minors: Transportation Systems, Supply Chain Management, Sustainable Transportation, Business Analytics and Information Systems, Industrial Management Technology, Engineering Technology, Logistics and Transportation Specialist (Certificate) Knowledge of ArcGIS Products (Is a plus) Ability to work alone and with a team to reach desired outcomes Ability to complete tasks in a timely fashion Comfortable in public speaking environments Good interpersonal communications skills Critical Thinking Skills Junior – Graduate Student, with minimum GPA: 3.0
55990814 55990816	District 2	<p>Hands on experience with engineering and inspection of various Transportation Projects in the fields of Construction, Materials, Traffic Operations, and Design.</p> <p><b>Goals:</b> Direct support to the various offices. Placement will be based on the Intern's preference, maximizing the engagement of the task each group performs. Field work and various engineering activities will be a major part of the time spent on the program.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>Depending on office placement, the Intern will assist office staff with a number of tasks. Among these is contract interpretation and practical application (including review of plans, specifications, standards, etc.) of designs.</li> <li>Field inspection, materials testing, and Critical Path Method (CPM) Schedule review will compose some of the field work the intern will be expected to be a part of.</li> </ul> <p>In addition to these, assistance with the development of monthly/final estimate pay quantities and prepare computation books for final estimate submission.</p>	Gainesville, Lake City, and Jacksonville	Fae Ross	386-961-7712	Students in Civil Engineering or related major. A valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities. (Sophomore level or above).
55990822	District 3	<p>FDOT District Three Traffic Operations is seeking an intern that is interested in traffic engineering. The intern would get exposure and perform a variety of traffic engineering related work in the Florida Panhandle. Internship will focus on basic engineering functions and safety.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Organize and maintain databases and spreadsheets</li> <li>Develop reports regarding existing data and ways to improve data collection</li> <li>Assist in reviewing crash reports</li> <li>Assist in conducting various traffic and safety studies</li> <li>Assist in data collection</li> <li>Assist in Intelligent Traffic Systems (ITS), Transportation Systems Management and Operations (TSM&amp;O), and Traffic Safety Program areas</li> <li>Attend meetings with the district office relevant to the work they are performing</li> </ul>	Chipley	Kimberly Toole	850-767-4904	Students in Civil Engineering Student Above average skills in computer software applications (Excel, Word, PowerPoint, etc.) Database management and report writing capabilities
55990827	District 4	<p>This internship includes the opportunity to learn about the metropolitan planning process, transportation policy and mobility programs, system analytics, transportation project development, traffic data analysis, travel demand forecasting, and site impact reviews. In addition, the intern candidate will gain familiarity and working knowledge of various programs, projects, and processes, by performing and/or assisting with the following activities:</p> <ul style="list-style-type: none"> <li>Review information included within various plans, including, but not limited to: Florida's Strategic Intermodal System (SIS), Metropolitan Planning Organization's (MPO's) Transportation Improvement Programs (TIPs) and Long-Range Transportation Plans (LRTPs), and other city, county, and transit agency transportation improvement plans</li> <li>Review planning studies and projects, to assist in compiling information to analyze corridors and to identify potential improvements</li> <li>Review traffic impact studies, master plans, and local government comprehensive plans</li> <li>Reevaluate impacts and the analysis of conditions before-and-after new development trips are added to the transportation network</li> <li>Gain familiarity with the Department's regional travel demand models and learn to assist in using key input and output data</li> <li>Collect, maintain, and report on traffic, transit, roadway characteristics, and/or freight data</li> <li>Assist in conducting research, data analysis, and preparation of maps and graphics</li> <li>Assist in the planning and preparation of stakeholder and partner coordination meetings</li> <li>Gather costs and funding information for projects</li> </ul>	Fort Lauderdale	Christine Fasiska	954-777-4480	Student in Planning/Urban Regional Planning, Environmental, Transportation, Data Science or related area, Junior, Senior or Graduate Minimum GPA 3.0
55990829	District 4	<p>You will be exposed to the These Geographic Information System applications (GIS) office where you are ultimately assisting the Operations Centers to assist in routine maintenance and asset management.</p> <p>Duties and Responsibilities include the following:</p> <ol style="list-style-type: none"> <li>Review Drainage Data submitted by Consultants using Geographic Information Systems (GIS).</li> <li>Perform other GIS work as needed by the Department.</li> </ol> <p>You intern will:</p> <ul style="list-style-type: none"> <li>Collect, compile, analyze, and record a variety of spatial data in support of District Maintenance Office.</li> <li>Use Enterprise GIS software to update existing spatial data.</li> <li>Gain knowledge of cartography, geography, mapping, and engineering terminology.</li> <li>Gain knowledge of geographic Information Systems (GIS) concepts.</li> <li>Gain knowledge of Microsoft Office suite of products (Word, Excel, Access).</li> </ul>	Fort Lauderdale	Dean Morris	954-777-4480	Students in Civil Engineering, Geography or Environmental Science, who are junior, senior or graduates with a minimum GPA of 3.0 Knowledge with Microsoft Excel and Google Earth is required. Basic understanding of civil engineering maintenance is a plus.

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55990833	District 5	<p>At FDOT, we are recognized as leaders, innovators and discipline experts in the Transportation Industry working in collaboration with our partners to develop and deliver safe transportation systems for all users, including drivers, pedestrians, and bicyclists. The Office of Safety was established in District 5 (Central Florida) in June 2021; With a renewed focus on safety and a goal to get to zero fatalities and serious injuries on our roadways.</p> <p>As a member of the FDOT Office of Safety Team you will contribute to providing a safe transportation system that ensures the mobility of people &amp; goods, enhances economic prosperity, and preserves the quality of our environment and communities.</p> <p>We are looking for a highly motivated team member that is a college level student (junior, senior, graduate levels) and desires to work on a dynamic team and with other departments within FDOT District 5 to identify innovative solutions on projects, in educating the public, and more related to safety.</p> <p>This is a learning and mentoring internship where you will gain knowledge of the FDOT transportation system, Department processes, safety initiatives, and more.</p> <p>The candidate should have an interest in improving safety for all users of our transportation system. On the FDOT Office of Safety Team you will have the opportunity to be involved in and assist with setting Target Speed on projects, identifying effective countermeasures, establishing educational materials to share with the public, and research innovative ideas from around the country and beyond.</p>	Volusia/Deland District Office	Loreen Bobo	386-943-5446	<p>Civil Engineering students, Junior, Senior or graduate level. The Student should have an interest in providing a safer Transportation system to all transportation users, with the ultimate goal of getting to zero fatalities and serious injuries.</p> <p>Please provide your resume as well as a separate letter focusing on your interest in Safety on Transportation Systems including any experiences, education, training or career aspirations. (1 page max for letter).</p>
55990834	District 5	<p>The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.</p>	Kepler Operations/Volusia County	Scott Kirts	386-740-3466	Civil Engineering students, Junior, Senior or graduate level.
55990837	District 5	<p>The Roadway Design intern will perform complex engineering/geometric calculations in the development of roadway design. Assignments may consist of utilizing Computer Aided Drafting and Design (CADD) software in plans preparation, assembling roadway design plans, signing and pavement marking plans, signalization plans, typical section packages, scopes of work, design exceptions and variations and utility conflict reports. Other research may consist of performing Quality Control reviews.</p>	DeLand/Volusia County	Naziru Isaac/Lori Trebitz	386-943-5547	Bachelor of Science in Civil Engineering, Junior, Senior or Graduate; minimum 3.0 GPA in core studies.
55990839	District 6	<p>Primary focus for this intern will be on developing and testing forms to be used on mobile devices as a part of E-Maintenance (the transition of current programs into paperless systems). You should have knowledge of computer coding, MS Excel, and GIS is extremely valuable for this role. This position is best suited for someone who is very technical and can work independently but will also work as part of a team during the testing and implementation phases of the project. This position will require field visits.</p>	Miami	Bryan Holm	305 470-5358	Students in Civil Engineering, Mathematics, Industrial Engineering, or related field; Must have valid Drivers License. Junior, senior, or graduate level; minimum GPA 2.8
55990841	District 6	<p>The intern will have the ability to witness first-hand how that process works. The legal office also performs transactional work, which includes contract drafting/reviewing and general legal advice to all the departments within the District. The intern will have an opportunity to understand the inter-departmental functions of the District while assisting and performing transactional work.</p> <p>Duties Include: The intern will assist attorneys in both the transactional and eminent domain areas of the office. The intern will be asked to do a myriad of different legal tasks in the transactional area as the attorneys in this area work on issues from all the different departments within the District. Primarily the intern will conduct the initial review of contracts before sending to the attorney for final review and signature. He/she will also do research on novel issues in the Florida Statutes, regulations and FDOT policies and procedures. He/she will be asked to prepare research briefs with a thorough analysis of the issues, laws, and a conclusion. In eminent domain the intern will perform project rides, attend project meetings, and assist attorneys with the preparation of motions and other legal memoranda. He/she will also assist the paralegals with the preparation of case files, motion prep, archiving, e-filing and the delivery of legal documents to the County Courthouse</p>	Miami	Alicia Trujillo	305 470-5358	Students in Legal Studies, Pre-Law, Political Science, or closely related major. Junior, Senior or Graduate Minimum GPA 3.0
55990847	District 7	<p>As an intern in the Operations Center Construction office you will assist with contract administration, construction field inspection, and various engineering activities.</p> <ul style="list-style-type: none"> <li>• Update the Construction SharePoint and provide new ideas for improvements that could be implemented to facilitate access to available information.</li> <li>• The intern will work with Microsoft suite and other FDOT platforms to filter and manipulate data for analyzing the Construction Program in District 7.</li> <li>• Assist with compiling and categorizing bid questions.</li> <li>• Assist in data collection in the field. Data entry for various databases and programs.</li> <li>• Assist in the production of technical documents as assigned.</li> <li>• Provide support to Construction staff as needed. Attend various meetings.</li> <li>• Perform other duties as needed to support Construction activities within the district.</li> </ul>	Tampa	Hew Humes	813-975-6745	Students in Civil Engineering, Construction Management, or related field; sophomore, junior, senior, or graduate student.
55990848	District 7	<p>The intern will assist in the development of course announcements, training materials and the maintenance of the SharePoint site. The intern will assist in the daily operating duties of the training office including but not limited to grading courses and set up/break down of classes. The intern will have opportunities to collaborate with staff on special projects as they relate to performance management and training.</p>	Tampa	Tari Colon	813-975-6198	Students in Education, Marketing, Business Management, Computer Sciences, Communications, Applied Science, General Studies, Organizational Development, Psychology. Junior, Senior or Graduate Minimum GPA 3.0
55990851	Turnpike	<p>The intern will work with Turnpike Operations Materials and Research Engineer. they will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Develop professional knowledge and problem-solving skills through a combination of field work, engineering data collection and analysis, and data tracking and reporting by using GIS, excel, or google earth.</li> <li>• Gain a good understanding of the FDOT programs in Materials, Geotechnical Engineering, Pavement Management systems.</li> <li>• To be exposed to the FDOT project core process from production, delivery, to operations and maintenance.</li> </ul> <ul style="list-style-type: none"> <li>• Intern will be responsible for compiling geotechnical test boring information and preparing data input files for the statewide GIS geotechnical boring database system. Training will be provided.</li> <li>• Intern will work closely with pavement group to conceptualize and materialize a pavement management system, which can be GIS or google earth based.</li> <li>• Intern will be provided the opportunity to work with concrete and earthwork group to learn about and to assist in the FDOT independent verification and independent assurance programs.</li> <li>• Intern will participate as a team member in daily office activities.</li> </ul>	Pompano Beach	Sue Zheng	954-934-1170	Students in Civil Engineering students, who are junior, senior or graduates with a minimum GPA of 3.0 Knowledge with Microsoft Excel and Google Earth is required. Basic understanding of civil engineering plans is a plus. Training will be provided.
55990855	Turnpike	<p>The intern will work with Turnpike Operations Materials and Research Engineer. they will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Develop professional knowledge and problem-solving skills through a combination of field work, engineering data collection and analysis, and data tracking and reporting by using GIS, excel, or google earth.</li> <li>• Gain a good understanding of the FDOT programs in Materials, Geotechnical Engineering, Pavement Management systems.</li> <li>• To be exposed to the FDOT project core process from production, delivery, to operations and maintenance.</li> </ul> <ul style="list-style-type: none"> <li>• Intern will be responsible for compiling geotechnical test boring information and preparing data input files for the statewide GIS geotechnical boring database system. Training will be provided.</li> <li>• Intern will work closely with pavement group to conceptualize and materialize a pavement management system, which can be GIS or google earth based.</li> <li>• Intern will be provided the opportunity to work with concrete and earthwork group to learn about and to assist in the FDOT independent verification and independent assurance programs.</li> <li>• Intern will participate as a team member in daily office activities.</li> </ul>	Turkey Lake - Orlando	Thomas Kunzen	407-264-3839	Students in Civil Engineering students, who are junior, senior or graduates with a minimum GPA of 3.0 Knowledge with Microsoft Excel and Google Earth is required. Basic understanding of civil engineering plans is a plus. Training will be provided.
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