## 

## **Sample internship job description/posting**

**Job Title:** Traffic Engineering Investigator Intern

**Closing Date/Time:** Tue. 04/12/16 9:00 AM Pacific Time

**Salary:** $14.46 - $21.35 Hourly

**Job Type:** Temporary

**Location:** Salem, Oregon

**Department:** Transportation-Highway

**Traffic Engineering Investigator Intern**

**Salem, OR**

**Internship Overview:**

Come support the Region's Traffic Engineering Investigation Program through ODOT's College Internship Program! Put your civil engineering classes and your interest in traffic and transportation to use and apply for this internship!

The College Internship Program is designed to allow students matriculating through an accredited post-secondary program the opportunity to gain practical experience. We are accepting applications from students in accredited degree programs that have completed at least their freshman year in an Associate or Bachelor’s degree program as well as students enrolled in graduate school. We are also considering recent graduates that have completed their Associates, Bachelors, Masters, or Doctoral degree in December 2016 or after. This position is classified at the Engineering Specialist 1 level (students that have completed their sophomore year); however, we encourage candidates who meet the minimum qualifications of the Engineering Specialist - Entry level (students that have completed the freshman year) to apply as well. There is one summer internship position available.

*We invite members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background. ODOT values diversity and inclusion because they are good for Oregon. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us. We thank you for considering this employment opportunity.*

• This position is not represented by a union (Non-Union).

• Must have and maintain a valid driver's license and an acceptable driving record.

• *This recruitment will be* ***open until filled.*** *Please note that the recruitment may close at any time, and we cannot guarantee that applications received after our screening date will be considered. Screening may begin as early as May 15.*

**Duties & Responsibilities:**

**The Traffic Engineering Investigator Intern will support the Region's Traffic Engineering Investigations Program by gathering, processing, and evaluating different kinds of Traffic data. Examples of specific duties include the following:**

* Gather speed data in the field using a laptop computer and specialized equipment to update the Region's curve warning advisory speed signs.

• Analyze the data, using Excel spreadsheets and other programs for quality control.

• Process data into usable format for other analysis and eventual sign modification plans.

• Use the Highway Safety Manual (HSM) methods to analyze before and after performance of past safety projects.

• Gather crash data, aerial photos, traffic volumes and sign inventories to evaluate safety performance of certain types of intersections.

• Recommend changes to signs based on Manual of Uniform Traffic Control Devices (MUTCD) standards.

• Develop databases for tracking approvals completed under Region Traffic Engineer and State Traffic Engineer authority for operational elements such as parking prohibitions, all-way-stop control, and turn restrictions.

**Qualifications, Required & Requested Skills:**

**To be considered for this position, you must submit a Résumé, Cover Letter, and Transcripts as described below or your application materials will be disqualified.**

1. You must attach a résumé which includes dates of employment. It will be used to help determine how you meet the qualifications listed below. Please be specific and provide examples of work performed and accomplished.

2. You must attach a cover letter to your application. Your cover letter must address the following questions:

• What are your career interests?

• What type of experience would you like to obtain through an internship?

3. You must attach your college transcripts to your application. They may be used to verify your education status. Transcripts should either be in Word or PDF form. Unofficial transcripts are acceptable.

**Minimum Qualifications:**

• A degree or education in from an accredited college in Civil Engineering, Transportation Engineering, or other related degree; **OR**

• Eighteen months of experience directly related to Civil Engineering, Transportation Engineering, or other related field; **OR**

• An equivalent combination of education and experience.

**Preferred Qualifications:**

• Major in Civil Engineering

• Interest and/or coursework in Transportation or Traffic Engineering.

• Proficiency or experience in Microsoft Word and Excel.

• Knowledge of databases.

**Working Conditions:**

The majority of this position will be in an office environment working at a computer. Some outdoor work will be required including collecting data in the field. A valid driver's license and the ability to drive is required.

**Additional Information:**

**Pre-employment Checks:**

We will conduct criminal background checks on final candidates including current ODOT employees. All applicants are subject to additional pre-employment check(s) such as driver license, LEDS, and/or education verification as required for the position.

**Questions:**

• For questions about the job announcement, call 503-986-3468.

• For technical help with your login or online application issues, call 1-855-524-5627 from 6:30a to 5:30p PST M-F by leaving a voicemail. It may take up to 24 hrs to receive a response. If you do not receive a response after 24 hours, you can email Technical Support at support@governmentjobs.com.

• Application help: [http://www.oregon.gov/ODOT/CS/HR/jobs/Application\_Help.pdf](https://www.oregon.gov/ODOT/CS/HR/jobs/Application_Help.pdf)

**Application Check List:**

1. Complete application.

2. Complete supplemental questions with cited employers listed in application.

3. Resume

4. Cover Letter

5. Transcripts

**Caution: Failure to follow these instructions as described above will disqualify your application. We will not consider incomplete or late applications.**

**Oregon Department of Transportation**

Human Resources/Recruitment, MS12

355 Capitol St NE

Salem OR 97301-3871

Fax 503-986-3895, Attn: Julie

*ODOT is an Equal Employment Opportunity and Affirmative Action Employer.*