



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: 2014 Governor's Public Service Summer Intern - Office of Aviation		
Agency: INDOT		BU:
Division: Multi-modal Planning and Programs		Section/District: Office of Aviation
Job Title: Governor's Summer Internship Program		Job Code: N/A
Working Title (if different from above): Aviation/CEMP Intern		
Reports To: Aviation - Project Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : May 12 – Sept 5, 2014

Purpose of Position/Summary:

2014 Governor's Public Service Summer Internship Program

Essential Duties/Responsibilities:

The Office of Aviation/CEMP intern would assist in the development of documents critical to aviation emergency planning. The intern would work with the INDOT-Office of Aviation and Department of Homeland Security to help develop best practices for aviation during an emergency. This would include but not limited to developing a communication plan, inventory of assets, creating an emergency directory, and surveying existing emergency designated airports. Intern would also attend meetings with all interested parties including the National Guard, FAA, State Police, Civil Air Patrol and others.

Job Requirements:

The intern should be an upper classman with a homeland security, aviation or related background in pursuit of a degree. Knowledge of National Incident Management System (NIMS) terminology would be helpful, and competence in the use of spreadsheets and personal computers is preferred.

Supervisory Responsibilities/Direct Reports:

Reports to Aviation Project Manager; Does not supervise anyone; Aviation Project Manager reviews his/her work.

Difficulty of Work:

General knowledge of emergency operations; Ability to communicate verbally and in writing

Responsibility:

Does not supervise anyone, but will assume the lead on emergency planning efforts

Personal Work Relationships:

Interaction with Aviation Office Employees, Other agency employees, Local, State, & Federal Employees, Local, State, & Federal Officials, Public, and others.

Physical Effort:

Percentage of time spent doing the following: 77% sitting or walking; 5% sitting in a restrictive position 5% standing; 5% crouching or stooping; 1% kneeling or crawling; 2% climbing or balancing ; 5% lifting/carrying

Working Conditions:

65%- Office, 10%- Outdoors, 10%- Meetings; 5%- Aircraft; 10%-State Car



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This document is used to provide a basic description of essential duties and other work elements.

Employee Name: 2014 Governor's Public Service Summer Intern - Office of Aviation		
Agency: INDOT		BU:
Division: Multi-modal Planning and Programs		Section/District: Office of Aviation
Job Title: Governor's Summer Internship Program		Job Code: N/A
Working Title (if different from above): Aviation Intern		
Reports To: Office of Aviation Project Mgr.		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : May 12 – Sept 5, 2014

Purpose of Position/Summary:

2014 Governor's Public Service Summer Internship Program

Essential Duties/Responsibilities:

The Office of Aviation intern would assist in the aircraft counting program, airport inspections, and system planning efforts. The aircraft counting program is very intensive through the summer months as the weather is conducive to these activities. Assistance in this area (15hrs/wk) ensures that the greatest number of airports can be counted. Assistance (15hrs/wk) with the airport master record program (federal inspections) ensures that airport records are updated in the time frame specified by the FAA. The summer months are also the busiest for inspection activities, state and federal. System planning efforts vary(7.5hrs/wk) and are continuous.

Job Requirements:

The intern should be an upper classman with an aviation background and in pursuit of an aviation degree. Knowledge of aviation terminology would be helpful, and competence in the use of spreadsheets and personal computers is preferred.

Supervisory Responsibilities/Direct Reports:

Reports to Aviation Project Manager; Does not supervise anyone; Aviation Project Manager reviews his/her work.

Difficulty of Work:

Working knowledge of airports and airport operations; Ability to perform basic algebra functions (i.e. slopes); Ability to communicate verbally and in writing

Responsibility:

Does not supervise anyone, but will assume the lead on the traffic counting program.

Personal Work Relationships:

Interaction with Aviation Office Employees, Other agency employees, Local, State, & Federal Employees, Local, State, & Federal Officials, Public, and others.

Physical Effort:

Lifting performed: Occasionally lift up to 40 lbs.

Percentage of time spent doing the following: 57% sitting or walking; 10% sitting in a restrictive position 20% standing; 5% crouching or stooping; 1% kneeling or crawling; 2% climbing or balancing ; 5% lifting/carrying

Working Conditions:

40%- Office, 35%- Outdoors, 5%- Meetings; 10%- Aircraft; 10%-State Car



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: INDOT	BU: 800
Division:	Section/District:
Job Title: Bridge Engineer Intern	Job Code:
Working Title (if different from above):	
Reports To:	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary: to assist the engineers in completing their assignments.

- To assist the engineers in completing their assignments
- To attend field Checks for Replacement and Rehab project
- To assist with the routine documentation

Essential Duties/Responsibilities:

- Calculate for design and check design calculations
- Attend the Field Checks as needed
- Update and verify the data banks as needed
- Check portions of Bridge Plans

Job Requirements:

- 3 -4 years of engineering education (Juniors and Seniors)
- Ability to work on Excel software Microsoft Office programs
- Ability to learn to read Bridge Plans
- Ability to learn standard software for bridge design

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Guided work assignments with average difficulty

Responsibility:

As dictated by essential duties. Be on time and complete assignments within the allocated time.

Personal Work Relationships:

Good to excellent

Physical Effort:

Should be able to walk a rough terrain and drive. No heavy lifting

Working Conditions:

Office Environment or traffic surroundings for Field Checks



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: Bridge Inspection	
Job Title: Summer Intern		Job Code: 2WS1
Working Title (if different from above): Bridge Inspection Intern		
Reports To: Bridge Inspection Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 11/20/2012

Purpose of Position/Summary:

The Intern position in central office bridge inspection serves to provide substantive assistance with data management in the central office. These initiatives may include but are not limited to, scanning and attaching plans to bridge files, preparing database files for element level inspection, and purging old files and preparing them for microfilming. The position reports directly to the Bridge Inspection Manager.

Essential Duties/Responsibilities:

- Work with bridge inspection team members as assigned.
- Scan bridge plans and upload them to the bridge inspection database
- Purge bridge inspection files of out of date material and prepare them for microfilming.
- Prepare some files in the bridge inspection database for element level inspection.

Job Requirements:

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

none

Difficulty of Work:

Under the direct supervision of the bridge inspection manager, the summer intern will perform a variety of work including, but not limited to, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection, purging files of out of date material and preparing them for microfilming. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

Work assignments will be an integral part of planned updates in bridge inspection. Intern will work with supervision after receiving assignments and be expected to meet deadlines.

Personal Work Relationships:

Intern will work with the bridge inspection team.

Physical Effort:

Physical effort for this position is limited to the use of computer keyboards and the handling and/or lifting of printed materials, books and files.

Working Conditions:

Intern will be assigned to work within an office environment, utilizing office equipment such as computers, phones, faxes, printers, and copy equipment. Very limited travel, if any, may take intern out of assigned work area for short periods of time (no overnight travel expected).



JOB DESCRIPTION

State Form 52468 (12-05)

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Employee Name:		
Agency: Indiana Department of Transportation		BU: 800
Division: Finance	Section/District: Management Information Systems	
Job Title: Governor's Summer Internship		Job Code:
Working Title (if different from above): Internship - Business Intelligence Analyst		
Reports To: Enterprise Data Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : 5/12/13

Purpose of Position/Summary:

The position is a summer internship with the Department of Transportation's Management Information Systems Department. The position is a Business Intelligence analyst which will work closely with INDOT's data warehouse team. The position assist with specific projects that the team is currently developing. Based on the intern's skill sets the position may include data mining/quality, modeling, analysis and report development activities.

Essential Duties/Responsibilities:

Data Analysis (queries, scripts, models)
Assist with the development of reports, metrics, dashboards.

Job Requirements:

Experience with Oracle databases and tools: such as SQL Developer or Toad
Experience with SQL language;
Knowledge of PL/SQL;
Experience or knowledge of data warehouse models (Facts and Dimensions)
Broad knowledge of the hardware, software, network and interoperability of computers;
Ability to work independently under general direction;
Broad ability to perform problem solving and analytical analysis;
Ability to establish and maintain a cooperative working relationship with others;
Ability to communicate effectively, both orally and in writing.

Supervisory Responsibilities/Direct Reports:

Position does not have supervisory responsibilities or direct reports.

Difficulty of Work:

Employee uses considerable judgment in selecting the most pertinent guidelines to follow. Work is broad in scope and requires in-depth analysis of multiple variables to fit various circumstances of a medium to complex enterprise wide system. Must adhere to procedural guidelines since work impacts many employees in the way of the data systems used daily within INDOT.

Responsibility:

Employee works as a technical specialist, responsible for the quality of enterprise reporting. Employee works with higher level management to plan project goals and is accountable for the quality of work performed. Work has a direct influence and impact on the agency ability to successfully administer the business operation, on management decisions and has an impact on an individual agency's budget. Completed assignments are reviewed for compliance with policies, standards, procedures, and achievement of the desired objectives

Personal Work Relationships:

Works closely with MIS data warehouse team, other analyst and database administrators. interfaces with customer to collect project requirements and work out details on projects.

Physical Effort:

Cubicle/office location with vast majority of the time sitting and/or walking at will. May occasionally need to lift no more than 10 pounds.

Working Conditions:

Indoors, office environment



INDIANA DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DIVISION/DISTRICT Construction / Crawfordsville	PAYROLL #	COST CENTER	HQ COUNTY	[] BU [] EXEMPT
NORMAL WORKING HOURS (EXPLAIN UNUSUAL OR ROTATING SHIFTS) FROM: TO:			[] FILLED [] VACANT	[] UNCLASSIFIED
[] NEW POSITION [] UPDATE [] RECLASS FROM:		PCN & TITLE OF IMMEDIATE SUPERVISOR		
%	JOB DUTIES IN ORDER OF IMPORTANCE			MAC's
100	<p>Assist a resident Project Engineer or Project Supervisor with the following:</p> <p>Administer highway construction projects. Manage inspection operational costs through work scheduling and task prioritization.</p> <p>Interpret, recommend revisions, and ensure adherence to construction plans, contract documents, and specifications. Resolve conflicts and interpretation problems with contractors.</p> <p>Direct or perform the sampling and testing of aggregates, steel, asphalt, soils and all other construction materials.</p> <p>Examine and approve contractor requests for payment. Prepare and maintain construction record reports, progress reports, special reports relating to problems and delays, and examine and approve daily field reports prepared by others. Respond to inquiries from local public officials, news organizations, businesses, property owners and other interested parties. Meet with affected property owners in the project area and work to resolve access restriction issues, drainage problems and other issues that may arise during construction.</p> <p>Ensure that both INDOT and contractor employees are performing work in a safe manner in compliance with OSHA and other applicable standards.</p> <p>Perform routine inspection procedures. Attend construction and public information meetings as an INDOT representative. Provide input and information to supervisors in the areas of project status, proposed changes, personnel matters and other work aspects. When necessary, make recommendations for disciplinary, demotion or promotion procedures for subordinate employees.</p> <p>Review and monitor erosion control activities. Review EEO and DBE requirements.</p>			
LIST PCN AND TITLES OF POSITIONS DIRECTLY SUPERVISED		<p style="text-align: center;">DATE</p> <p style="text-align: center;">DIVISION DEPUTY COMMISSIONER/DISTRICT DIRECTOR SIGNATURE CENTRAL OFFICE ADMINISTRATION ONLY</p> <p style="text-align: center;">DATE</p> <p style="text-align: center;">APPOINTING AUTHORITY SIGNATURE</p>		

JOB SPECIFICATIONS

MAJOR WORK CHARACTERISTICS:

Ability to understand practical field of study; understand technical manuals & instructions; gather, collate data; Ability to read, understand and apply a variety of federal and state laws, rules, regulations, policies and procedures as applicable to highway construction and engineering. Ability to learn to read and interpret highway and bridge plans and to identify errors and omissions is necessary. Basic familiarity with surveying and construction staking and layout techniques. Competency with common personal computer applications such as Word, Outlook, Excel and Access. Good command of the English language and ability to maintain accurate and detailed records and compose correspondence in a clear and concise manner is essential.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

TRAINING & DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

UNUSUAL WORKING CONDITIONS:

Must have ability to work in a variety of environments both indoor and outdoor, including environments that may be noisy and dirty. Occasional strenuous activity may be required (i.e. long periods of walking, climbing steep slopes and traversing difficult terrain, occasionally in inclement weather). May require working nights, weekends and holidays. May require working extended hours. May require travel.



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Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU:
Division: Economic Opportunity and Prequalification	Section/District: Economic Opportunity	
Job Title: Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Director of Economic Opportunity and Prequalification		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position serves as an intern to the Economic Opportunity and Prequalification Division. Federal law requires INDOT to administer the Disadvantaged Business Enterprise (DBE) program (49 CFR 26) and equal employment opportunity programs (23 CFR 230). As part of these requirements, the Division must submit reports to the Federal Highway Administration and ensure that its policy manuals reflect current law and procedures. This position will assist the Division in carrying out these duties.

Essential Duties/Responsibilities:

- Assist with drafting, editing, and gathering data for the annual Title VI Update and Accomplishments Report by researching federal law and current INDOT policies and procedures;
- Assist with researching issues and gathering data for INDOT's Americans with Disabilities Act (ADA) Transition Plan Update;
- Assist with compiling ADA transition plans from Local Public Agencies and Metropolitan Planning Organizations;
- Assist with preparing contractor compliance investigations and reports as needed, which includes sending notices, organizing files, and reviewing information submitted by contractors;
- Assist with researching legal issues for the DBE certification staff and contract compliance staffs; and
- Assist DBE certification staff on projects, such as logging in applications and filing closed applications, as needed.

Job Requirements:

- Experience with research projects;
- Legal background or interest preferred;
- Strong communication skills, including writing and editing skills;
- Strong organizational skills and attention to detail;
- Ability to multi-task.

Supervisory Responsibilities/Direct Reports:

The position does not involve supervisory responsibilities or direct reports.

Difficulty of Work:

Work involves complex program elements, which require critical and analytical abilities. A high level of written and verbal communication skills is required to assist with written reports, such as the Title VI Update and Accomplishments Report and the ADA Transition Plan.

Responsibility:

This position is responsible for assisting the Division with updates to several reports. During the majority of time, the intern will assist with updates to the annual Title VI Update and Accomplishments Report and to the ADA Transition Plan to ensure the reports reflect current law, policies, and procedures.

Personal Work Relationships:

The position must develop some internal contacts within INDOT, such as directors, managers, supervisors, and employees for the purpose of gathering information, problem solving, and making recommendations.

Physical Effort:

None greater than normal.

Working Conditions:

Normal office setting.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant		
Agency: Indiana Department of Transportation		BU: 00800
Division: Human Resources	Section/District: Employee Development	
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above): HR/Employee Development Intern		
Reports To: Director of Employee Development		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position serves as an HR Intern for the Employee Development Division with the Indiana Department of Transportation (INDOT) and reports directly to the Director of Employee Development. The purpose of this position is to assist Employee Development and the HR team in the agency, providing specific assistance in the areas of career planning, training and employee engagement.

Essential Duties/Responsibilities

- Performs specialized tasks requiring the use of multiple computations, cross referencing data and a variety of other procedures including searching records, organizing data, summarizing reports;
- Prepares electronic files for INDOT Employee Development Team & compiles information for use by professionals within the agency; preparing electronic reports
- Maintains a positive and inclusive employee environment by supporting employee values/culture in the agency;
- Works with the Employee Development Program Manager, Employee Engagement Program Manager and Technical Training Specialist to assist in specific needs of data tracking;
- Assists with employee engagement processes, tools, and programs for employees within INDOT;
- Research training tools and resources, providing feedback to Employee Development team;
- Act as a liaison between Human Resources and Employee Development to assist in the development;
- Perform other work related duties as assigned by Director of Employee Development.

Job Requirements:

- High school graduate or GED with knowledge and skills typically acquired through experience in entry level duties; Currently pursuing a Baccalaureate degree in HR, Business Administration, Business Management, Corporate Training, Education, or Communications is a plus;
- Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems;
- Ability to communicate effectively, orally and in writing;
- Ability to use audio/visual equipment, computer and computer applications relevant to the position;
- Ability to assemble training materials including writing and assembling texts;
- Ability to work independently or in a team setting;
- Ability to handle confidential material with a high level of integrity and trustworthiness;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Under the direction of the Department of Transportation's Director of Employee Development, the employee will perform in a broad scope of work, which covers the development and implementation of multiple areas of training within the Department. Engagement/Training programs consist of complex elements which require extensive judgment and critical analytical and communication skills.

Responsibility:

The employee will be required to work independently and/or with a team on specific projects, but may be required to take guidance from the Director of Employee Development who will review work projects for compliance with Departmental vision, mission, goals, objectives, and policies.

Personal Work Relationships:

Employee works with the Employee Development and Human Resources staff of the Department of Transportation.

Physical Effort:

Physical effort for this position may involve the lifting of printed materials up to 20 lbs. Standing for long periods of time may be required.

Working Conditions:

Incumbent will be assigned to work within an office environment, utilizing office equipment such as computers, phones, faxes, printers, and copy equipment.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: INDOT		BU:
Division: Engineering Services and Design Support-ES		Section/District: Cultural Resources
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To aid INDOT Environmental Services, Cultural Resources Office with the preparation of cultural resource documents required for federal or state funded projects.

Essential Duties/Responsibilities:

Assist in preparation of archaeological and historical reports and documents, conducting records searches for small projects, fieldwork, laboratory work, data entry, research and writing related to the preparation of archaeology and historic property reports. Approximately 35% of the work will be fieldwork.

Job Requirements:

Applicant must be obtaining a degree in Anthropology, History, or Historic Preservation (or a closely related field).

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Moderate

Responsibility:

Field work and report completion

Personal Work Relationships:

Work as a team within ES and also individual work on special projects. Possible work with personnel at other state/federal agencies.

Physical Effort:

Moderate for field work. Minimal for office work.

Working Conditions:

The employee will work in the Central Office in Indianapolis and also in the field at project locations. Project locations may be along roadways or new right of way, including archaeological survey locations that may be in agricultural fields or wooded areas.



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State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT 800		BU: 00800
Division: Finance / Economics, External Audit, & Perf Metrics	Section/District: External Audit 065539	
Job Title: Intern - External Audit		Job Code: N/A
Working Title (if different from above):		
Reports To: Manager of External Audit		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 12/3/2013

Purpose of Position/Summary:

Assist External Audit section in processing and preparing incoming financial evaluation projects and/or contracts to be audited, anticipating a large number of projects during the summer and to avoid a backlog of file preparation for audit staff.

Essential Duties/Responsibilities:

Maintain confidentiality of documents and information accessed; Access INDOT software and SharePoint files; Review documentation for essential items and information; Determine completeness; Request missing items from appropriate office; Print documentation and prepare project file with required items; Organize files in process, and maintain current status record of projects handled; Submit prepared files to be logged or assigned for further evaluation; Respond to questions on prepared files.

Job Requirements:

Formal education at college level in accounting and auditing of at least one semester, with intended Bachelor degree in Accounting or Finance area. Experience with and ability to use Excel spreadsheets and other Microsoft applications. Ability to communicate on a professional level in the business environment.

Supervisory Responsibilities/Direct Reports:

none

Difficulty of Work:

Requires attention to detail; ability to read and understand documents such as financial statements, contracts and invoices with extensive financial information; ability to pull relevant information from a large volume of documentation in various formats

Responsibility:

Work independently with a high level of accountability and accuracy, ask questions when clarification is needed.

Personal Work Relationships:

Report to manager, interact with various INDOT Central Office staff, District staff and others as needed depending on the projects submitted, interact with auditors in External Audit in relation to specific project files.

Physical Effort:

Moving between desk, printer, and file locations; handling documents and files; communicating via phone and computer.

Working Conditions:

Standard office environment

Job Description for Summer Intern

The incumbent would be responsible for assisting with Toll Bridge Activities, Damage to State Property duties, and the Accounts Receivable Section. The incumbent would be responsible for reviewing reports from TRANSCORE and preparing ledger reports consolidating violation accounts for like drivers enabling INDOT staff to call the driver will accurate billing information. The incumbent would also be responsible for reviewing Damage to State Property (DSP) reports and identifying invoices that have reached the Statue of limitations and are no longer able to be collected. Additional DSP duties would be to review, organize and prepare over 1,000 DSP files for scanning to ERMS. Accounts Receivable duties will include reviewing local agency files and preparing them for scanning to ERMS.

Duty

Deadline

- Prepare ledgers for Toll Bridge – daily as needed
- Prepare DSP files for scanning – completion of over 1,500 files
- Prepare Local Agency files for scanning – completion of over 20 boxes (10-20 files in each box)
- Record the date of accident to identify claims that reached Statue of Limitation for collection purposes



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Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.



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Employee Name:		
Agency: Indiana Department of Transportation		BU: 00800
Division: Operations	Section/District: Fleet	
Job Title:		Job Code:
Working Title (if different from above): Intern		
Reports To: Fleet Manager, Division of Fleet & Facilities		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position serves as a the Indiana Department of Transportation (INDOT) Fleet Intern and is responsible for field verification and data collection of training, maintenance, repair and conversion status of INDOT's fleet of light, medium, and heavy duty equipment.

Essential Duties/Responsibilities:

- Reviews propane site availability, usage and reporting with end report documenting operational readiness; 6/1-7/30/2013
- Review alternative fuel vehicles warranty tracking and repair;7/1-7/15/2013
- Audits propane fuel sites for warranty repairs;7/1-8/30/13
- Investigates and prepares bulk DEF site location database;7/16-8/1/2013
- Researches and reviews CNG/LPG distribution pattern to ensure symmetric repair policies ;8/1-8/30/2013
- Works with Fuel Coordinator to identify and reduce fuel errors through training and guidance documents ;6/1/-7/15/2013
- Prepares statewide fuel error incident rate report;5/15-8/15/2013
- Prepares reports and presentation on specifications, both formal and informal;5/15-8/30/2013
- Performs other related duties as assigned. 5/15-8/30/2013

Job Requirements:

- Six (6) months experience of vehicle and equipment repair and maintenance;
- Possession of valid Indiana drivers license;
- Ability to communicate effectively both orally and in writing;
- Excellent problem solving and analytical skills;
- Ability to conduct research, draw logical conclusions, assist with technical reports by providing supporting documentation, and provide recommendations or solutions;
- Ability to formulate sound recommendations and make appropriate decisions with consideration of potential impact on operations;
- Ability to maintain confidentiality;
- Ability to Travel throughout the state during the year to all INDOT locations;
- Strong computer skills;
- Ability to work independently, with minimal supervision;
- Ability to effectively prioritize a variety of projects/functions;

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Employee must exercise judgment in identifying needs and assets of department's equipment fleet for the purpose of tracking, identification and documentation. Employee will work with Shop Foreman and Fleet Managers and must effectively communicate ideas and methods. Employee will perform both independent analysis and group participation in order to drive positive results. Employee must remain cognizant of the potential impact of decisions/recommendations on the department, as well as any precedent that may be set. The job is fast-paced, complex, and dynamic requiring adaptability and flexibility.

Responsibility:

Employee is responsible to the Fleet Manager for the performance of job duties and collection of data on equipment fleet shop maintenance, repair and conversion programs on a state wide level. Employee will receive routine guidance from supervisor but must be able to work independently, with minimal supervision, identifying and accomplishing objectives. .

Personal Work Relationships:

Employee will work with a wide array of INDOT personnel from front line field staff to management staff. Primary contacts are with District Fleet Managers and Subdistrict Shop Foremen, other contacts include Central Office Maintenance staff, Central Office Technical Services staff, and equipment vendors.

Physical Effort:

Minimal.

Working Conditions:

Time will be split between office and field setting. Travel is required to districts.



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Office of Geotechnical Services
120 South Shortridge Road
Indianapolis, Indiana, 46219

PHONE: (317) 610-7251
FAX: (317) 356-9351

Michael R. Pence, Governor
Karl B. Browning, Commissioner

RE: 2014 Governor's Summer Internship Program Request/Job Description

The Office of Geotechnical Services would like to have two (2) intern positions this summer. Listed below is the qualifications/purpose of both of the positions.

Job Description/Purpose of Position:

The incumbents shall be assisting to develop the influence of moisture on Dynamic Cone Penetrometer (DCP) blows. The incumbents shall prepare soil samples in the California Bearing Ratio (CBR) mold with variable moisture contents and will perform DCP tests on the molded samples.

The incumbents shall be responsible for performing soil testing in the laboratory. These include, but are not limited to: Sieve Analysis, Atterberg Limits, Standard Proctor and DCP testing. The incumbents are responsible to review data and develop a working knowledge of geotechnical testing equipment such as the DCP.

The developed DCP criteria shall be utilized during the construction phase.

Primary Responsibilities:

- Assist in developing sensitivity criteria for DCP blows.
- Prepare and perform Standard Proctor Tests in the laboratory.
- Prepare soil samples in the CBR mold and perform DCP testing.
- Perform calculations and computations.
- Work may include other duties and responsibilities as assigned.

Knowledge and Skill Requirements:

- Knowledge of construction materials, methods, and equipment used in the geotechnical laboratory.
- Knowledge of mathematical functions and statistics as well as being able to analyze data.
- Work may require travel to site visits and occasionally spend the night.

Minimum Training and Experience Requirements:

- 2 years of college education in Civil Engineering or Construction Technology.
- Complies with INDOT Safety Requirements.
- Ability to perform physical activities such as lifting, dragging, and/or stooping.
- Ability to follow directions and work as a part of a team

Candidate must have a valid driver's license and an acceptable safe driving record.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: INDOT	BU: 800
Division: Capital Program Management	Section/District: Greenfield
Job Title: Governor Intern Position	Job Code:
Working Title (if different from above):	
Reports To: Consultant Services Manager	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary:

The selected candidate will work closely with the Consultant Services Manager who oversees Project Management in the department. The Candidate will work closely with Project Managers to facilitate successful delivery of projects, on time, and within budget.

Essential Duties/Responsibilities:

The candidate will interact with various departments within the agency and will grasp the interaction of the various departments that contribute to the development of an INDOT project. The candidate may also work with consultant contract services to achieve a desired outcome. The candidate will gain insight to effective project management techniques relative to INDOT project development, as well as the importance of maintaining project budget constraints.

Job Requirements:

- The ideal candidate will be pursuing a project management discipline or business administration degree. The candidate should possess strong communication skills, a capacity for critical thinking, and the ability to track multiple activities simultaneously.
-

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Office work with some possible field work.

Responsibility:

Minimal

Personal Work Relationships:

Various Departments within Capital program Management

Physical Effort:

Minimal

Working Conditions:

Office Environment



2014 Governor's Summer Internship Program

One of INDOT's agency goals for 2014 is to proactively communicate and market INDOT's plan to improvement in pavement and bridge quality to internal and external stakeholders. The Greenfield District Communications Intern will be expected to assist in everyday responsibilities coordinating internal and external communications defining the value of preservation.

Intern will assist to develop and manage communications with key customers including other state agencies, local agencies, broadcast and print media, impacted communities—motorists, residents, property owners, businesses, schools, emergency responders, and others. Intern will be responsible for developing and implementing a proactive communications and public outreach plan for variety of preservation projects including overlays and chip seals. Strong verbal and written communications skills are essential. Social media experience is preferred.

Responsibilities may include, but are not limited to: Drafting news releases, drafting public outreach materials, creating web site and social media content, responding to public inquiries, research, learning about industry and department operations and protocol.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU:
Division: Greenfield	Section/District: Greenfield	
Job Title: Design Engineer		Job Code: N/A
Working Title (if different from above): Intern Engineer		
Reports To: Terry M. Summers		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Assists with the development of detailed road, traffic and maintenance design plans for a variety of transportation projects.

Essential Duties/Responsibilities:

Calculates and summarizes plan quantities; including pavement calculations, earthwork and seeding quantities. Uses CADD equipment for plans that are complex and/or non-standard with Micro Station software in the plan preparation process to make full/small size plans.

Job Requirements:

Major in Civil Engineering preferred. CADD experience beneficial but not required.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Second year Engineer student or greater preferred

Responsibility:

Develop the complete contact for construction of a roadway

Personal Work Relationships:

Must display good communication and organization skills. Will work in team environment.

Physical Effort:

Minimal physical/light duty

Working Conditions:

80% office
20% field work (gathering data for roadway contracts)



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU:
Division: Environmental and Scoping	Section/District: Capitol Program/Greenfield	
Job Title: Environmental Scientist Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position is responsible for preparing and reviewing environmental documents in accordance with the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), INDOT and other applicable regulatory agencies.

Essential Duties/Responsibilities:

- Collects and analyzes field data; conducts Research using electronic and other sources; and prepares environmental documents for various INDOT projects, including the development and coordination of environmental related reports.
- Collects, researches, prepares & computerizes environmental data, ensures compliance with federal & state regulations & provides related technical assistance in development & maintenance of tracking logs using data base management system.
- Performs other job related duties as required.

Job Requirements:

Currently enrolled or recent graduate of an Environmental degree program or closely related program.

Supervisory Responsibilities/Direct Reports:

This job has no supervisory responsibilities.

Difficulty of Work:

Work performed can vary from routine to high degree of difficulty. The work requires specialized knowledge of environmental science, mathematics, and environmental concerns. Employee exercises judgment and decision making. Work is carried out under the specifications and guidelines based on established policies and procedures.

Responsibility:

Employee is responsible for completion of work and accuracy of records, forms, reports, and technical information disseminated; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Questions that may arise are discussed with supervisor; otherwise work is reviewed in terms of overall efficiency and smoothness of operations.

Personal Work Relationships:

Works with other INDOT section employees, other state agencies, public government officials, consultants, property owners, and the general public

Physical Effort:

Must be able to perform physical activities such as bending, standing, and walking for long periods of time. May work in inclement weather, heat and cold while performing physical activities such as climbing slopes.

Working Conditions:

May require travel and may work outside exposed to varying weather conditions.

Purpose of Position/Summary:

This position will work in several areas of the Finance department assisting with analyzes and reporting and other related duties. This position will also research information in several systems and verify the information is correct and being reported correctly. This position reports directly to the Finance Manager.

Essential Duties/Responsibilities:

- Assists Finance Manager in financial analysis and reporting for several functional areas;
- Assists Finance Manager in preparing budgets as needed within PeopleSoft software;
- Assist all District and Sub District finance staff in need of assistance;
- Maintains knowledge of all procurement, AP and inventory processes and to assist as needed;
- Analyzes invoices and other related accounting documents to determine accuracy and validity of expenditures;
- Verify data within system;
- Contact vendors to resolve discrepancies/implement new procedures as needed;
- Logs, copies and maintains accurate accounting files;

Job Requirements:

- Ability to utilize Microsoft Excel frequently (formulas such as VLOOKUP's);
- Experience with PeopleSoft Financials or other ERP system preferable
- Some College coursework preferred;
- Preferable knowledge of the theories, principles, and practices of public accounting and budgeting;
- Preferable knowledge of federal and state accounting laws, policies and procedures;
- Specialized knowledge of agency's mission, programs, and administrative policies;
- Ability to solve complex accounting and budget issues;
- Ability to develop accounting procedures to meet agency needs;
- Ability to assist in budget preparations;
- Ability to prepare and interpret financial statements and reports;
- Ability to develop effective work relationships;
- Ability to communicate effectively both orally and in writing;
- Ability to develop accounting procedures to meet agency needs;

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Work performed can vary from routine to minimum degree of difficulty. The work requires specialized knowledge of various computer programs, basic office management skills, business administration, and accounting. Employee works within established guidelines under general supervision. The job is fast-paced, complex and dynamic requiring adaptability and flexibility to drive positive results for the Finance Manager and the District.

Responsibility:

Guidance is received from supervisor in determining work assignment. Work is reviewed for compliance with policy and procedure.

Personal Work Relationships:

Employee works with internal employees, external vendors, Central Office finance staff, and finance manager.

Physical Effort:

None greater than normal.

Working Conditions:

Office Environment.

2014 Governor's Summer Intern
Greenfield District, Technical Services Division
Traffic Engineering Section

Job Description:

The Governor's Summer Intern will provide a variety of duties in the traffic engineering section.

Duties will include:

- Conducting field reviews of roadways in the Greenfield District and collecting traffic sign inventories. The sign inventories will include determining the type of sign relative to the Manual on Uniform Traffic Control Devices, the sign location information, and identification of possible deficiencies (missing signs, incorrect signs or signs needing maintenance). Utilization of various electronic equipment (Ipad, laptop, air cards) may be utilized in the collection of these data
- Gathering and reviewing of various utility bills related to traffic signals and highway lighting on the state highway system. Reconciliation of the information contained on the billing statements will be conducted against data bases with billing locations for these systems. Creation of additional data bases or spreadsheets may occur after completion of this task

Timelines:

- It is anticipated that both of these tasks will be conducted throughout the timeframe that the intern is working. Approximately 70% of the effort will be related to the sign inventories and 30% of the effort will be related to the utility billing reconciliation process.

Job Requirements:

- A valid Indiana Driver's license will be required
- A student in a civil engineering curriculum is desired but not required



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU: 800
Division: Finance	Section/District: Management Information Systems	
Job Title: Governor's Summer Internship		Job Code:
Working Title (if different from above): Internship - GIS Analyst		
Reports To: Enterprise Data Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : 5/12/13

Purpose of Position/Summary:

The position is a summer internship with the Department of Transportation's Management Information Systems Department. The position is a GIS analyst which will work closely with INDOT's GIS administration team. The position assist with specific projects that the team is currently developing. Based on the intern's skill sets the position may include data development, modeling, analysis and/or programming activities.

Essential Duties/Responsibilities:

- Managing GIS layers in Geodatabases
- Editing data layers
- Data Analysis (queries, scripts, models)
- Assistance with building web/mobile technology related to GIS data and workflows

Job Requirements:

- Experience with ESRI GIS Tools:
 - ArcCatalog/GeoDatabase
 - ArcMap
 - ArcToolbox/Model Builder
- Experience with using GIS REST services on the desktop and/or web applications;
- Knowledge of Python;
- Experience or knowledge of web technologies related to publishing GIS web services:
 - HTML5
 - CSS3
 - JavaScript
- Broad knowledge of the hardware, software, network and interoperability of computers;
- Ability to work independently under general direction;
- Ability to effectively and efficiently research the Internet to resolve application development issues;
- Broad ability to perform problem solving and analytical analysis;
- Ability to establish and maintain a cooperative working relationship with others;
- Ability to communicate effectively, both orally and in writing.

Supervisory Responsibilities/Direct Reports:

Position does not have supervisory responsibilities or direct reports.

Difficulty of Work:

Employee uses considerable judgment in selecting the most pertinent guidelines to follow. Work is broad in scope and requires in-depth analysis of multiple variables to fit various circumstances of a medium to complex enterprise wide system. Must adhere to procedural guidelines since work impacts many employees in the way of the data systems used daily within INDOT.

Responsibility:

Employee works as a technical specialist, responsible for the quality of enterprise data and/or developing GIS related information systems. Employee works with higher level management to plan project goals and is accountable for the quality of work performed. Work has a direct influence and impact on the

agency ability to successfully administer the business operation, on management decisions and has an impact on an individual agency's budget. Completed assignments are reviewed for compliance with policies, standards, procedures, and achievement of the desired objectives

Personal Work Relationships:

Works closely with MIS GIS team, other GIS analyst, GIS programmers and database administrators. interfaces with customer to collect project requirements and work out details on projects.

Physical Effort:

Cubicle/office location with vast majority of the time sitting and/or walking at will. May occasionally need to lift no more than 10 pounds.

Working Conditions:

Indoors, office environment



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Engineering and Asset Management		Section/District: GIS/Cartography
Job Title: GIS Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Spatial validation of inventory and asset attribution is a vital role in proper accreditation and reporting to State and Federal authorities. This position will assist existing staff in updating the inventory.

Essential Duties/Responsibilities:

The intern will be responsible for production work - that is to say, this is not a 'filing forms' or 'busy work' internship. The work performed will play a significant role in furthering the state's data development.

Specific projects may include: 1) Updating the Bridge data, 2) Addressing issues with Traffic Section data, 3) Researching local municipality ADA data.

All of which will include data research and entry via tabular forms and spatial interaction via ESRI ArcMap.

Job Requirements:

Knowledge of ESRI Arc products e.g. ArcMap, ArcInfo are a significant part of the position as is the ability to effectively and concisely communicate both verbally and in written form. An understanding of linear referencing, routing, and relational databases are advantageous.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

The difficulty of work depends greatly on the background of the individual. The technical aspects can be daunting to someone not familiar with the fundamental concepts of GIS. Some individuals find that speaking in front of groups can be difficult. There are no significant physical demands on this position.

Responsibility:

The intern will be responsible for their work ethic, their accuracy, their ingenuity in solving issues/questions.

Personal Work Relationships:

limited

Physical Effort:

Little

Working Conditions:

Office



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indot		BU: 00800
Division: Planning	Section/District: Road Inventory	
Job Title: GIS Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Spatial validation of inventory and asset attribution is a vital role in proper accreditation and reporting to State and Federal authorities. This position will assist existing staff in updating the inventory.

Essential Duties/Responsibilities:

The intern will be responsible for production work - that is to say, this is not a 'filing forms' or 'busy work' internship. The work performed will play a significant role in furthering the state's data development.

Duties include communicating with various data sources such as City and County Highway Departments, Divisions within the Department, and other State Agencies. Communications may be in person, via phone calls, or in various written formats. Specific projects may include: 1) the continued development of Horizontal and Verticle Curvature data for HPMS, 2) assist in data reporting tool development, 3) verifying data asset migration, 4) . asset attribute cross referencing to locate errant attribute combinations. All of which will include data research and entry via tabular forms and spatial interaction via ESRI ArcMap.

Job Requirements:

Knowledge of ESRI Arc products e.g. ArcMap, ArcInfo are a significant part of the position as is the ability to effectively and concisely communicate both verbally and in written form. An understanding of linnear referencing, routing, and relational databases are advantageous.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

The difficulty of work depends greatly on the background of the individual. The technical aspects can be daunting to someone not familiar with the fundamental concepts of GIS. Some individuals find that speaking infront of groups can be difficult. There are no significant physical demands on this position.

Responsibility:

The intern will be responsible for their work ethic, their accuracy, their ingenuity in solving issues/questions.

Personal Work Relationships:

limited

Physical Effort:

Little

Working Conditions:

Office

HMA Section:

Incumbent works in the Highway Management Systems Section of the Management Information Systems Division, carrying out a wide variety of duties involving the definition and development of information processing requirements, evaluation of needs and formulation of solutions. Primary responsibility will be the development, implementation, of workflow and support of the Economic Opportunity Division (EOD); and participate in the development of future enhancements and recommendations. Help with ProjectWise to UCM project data movement by beginning the research process of archive eligibility and begin the process of manually archiving projects. Will also be working on Quantity Manager when it comes on line (or is approved as a project), (i.e. help update the .XIN, InRoads preferences files), which might include possibility of helping with a version upgrade of MicroStation and or InRoads if determined to be required. Incumbent reports directly to the section manager.

Duties include:

- duties will require incumbent to develop databases, spreadsheets, various reports, test processes, and identify needed improvements for EOD;
- develops and provides training materials for the users of the system;
- develops training data and training software;
- provides training of INDOT staff and other users;
- confers with the users to determine their business needs;
- researches and analyzes users' needs to determine if information technology can assist in resolving those needs;
- recommends whether needs can be met by personnel within the division or if vendor resources will be necessary;
- provides guidance, training, and work review to other analysts and programmers assigned to the project;
- monitors completed systems, and corrects or enhances where necessary;
- performs related duties as required with timelines determine by the project schedule being develop now.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges		Section/District: Hydraulics
Job Title: Hydraulics Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The summer intern in hydraulics will perform hydrology and hydraulics for culvert projects.

Essential Duties/Responsibilities:

The intern will complete culvert hydraulics projects under the supervision of the hydraulics staff. They will learn some of the computer programs used by the Hydraulics Office. They may also be given the opportunity to learn basic bridge hydraulics late in the summer. They will perform related duties as assigned.

Job Requirements:

The applicant will need to have completed at least two years of study in Civil Engineering.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

The intern will perform hydrology and hydraulics calculations for culvert projects. The work will be typical introductory culvert hydraulics design. They may be assigned an introductory bridge hydraulics project near the end of the summer.

Responsibility:

The intern receives general instructions from the Hydraulics Manager indicating the general objectives of the work to be performed. They will discuss changes to objectives with the Hydraulics Manager and alter or correct work in accordance with her directives of policy or practice. They will discuss any unusual, highly complex, or unprecedented situations which become apparent during the progress of the work with the Hydraulics Manager and assist in formulating solutions. The Hydraulics Manager will review the incumbent's work, normally upon completion, for the accomplishment of objectives and compliance with established policies and standards.

Personal Work Relationships:

The intern will work with engineers in the Hydraulics Office.

Physical Effort:

The primary functions are performed in an office environment. This would occasionally consist of some heavy lifting such as a box of copier paper. The job requires some field work. The field work requires carrying various types of field equipment over uneven terrain. It may involve walking long distances on uneven terrain at project sites or construction sites.

Working Conditions:

The majority of the work is in a climate controlled office. The field work consists of working outdoors in all weather conditions. The field work will involve walking over rough terrain sometimes for long distances. Field work can involve visiting active construction sites and working around construction equipment. The field work involves working around traffic.

Governor's Summer Internship Program (2014):

The East End Crossing Project Team of the Ohio River Bridges Project is looking for summer intern personnel to assist the Construction Leads and Deputy Construction Leads in performing the following duties.

- Attend Design/Construction Meetings
- Perform Constructability Reviews
- Perform Design Package Reviews, where applicable
- Work Plans – Submittal Reviews and Field Implementation
- Attend Pre-Activity Meetings
- Material – INDOT Sampling and Developer Material Record Audits
- Developer Inspection Personnel (On-Site) – Certification, Verification, Independent Assurance
- Developer Inspection Personnel (On-Site) – Verify Frequency and Results of Testing Audits
- Developer Inspection Personnel (On-Site) – Verify Field Documentation and Daily Reports
- Developer Material Suppliers (Off-Site) – Verify Certified Suppliers and Determine Off-Site Verification Frequency
- Developer Laboratory Verification, where applicable
- Developer Construction - Hold Point Verification
- Provide Verbal and Written Non-Conformances in Accordance with the Technical Provisions (TP's)

The intern will be working for INDOT staff in conjunction with the Contractor and the Developer of the East End Crossing. The majority of the duties will be related to standard heavy civil/heavy highway construction typically performed by INDOT field personnel. There will be opportunities for the internship candidates to participate or assist in the duties performed by the cable stay bridge and tunnel personnel.

Candidates should have engineering, organizational, technical communication and computer skills.

Candidates should have class or job experience in the construction/engineering field.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.

Request for 6 Governor's Interns at the LaPorte District

Intern will work directly with Project Engineer/Supervisor to manage the day to day activities of the project and assist with staff scheduling, reviewing contractor schedules and testing of specific items and material. Intern will learn basics of SiteManager to understand how to take tickets from the contractors, subcontractors, etc., in preparation for the Final Construction Record. Work will include field work, office work, data collection, inspecting contractor work, inspection of material testing. Intern must be able to work in an outdoor environment, along uneven grades, along roadways and bridges. Adherence to all safety gear and protocol is a must. Must also possess an Indiana Driver's License.

All contracts listed below will have started by May 12 and will continue through August 29. I request they all start on May 12 to be able to assist with a majority of the active construction.

- **B-30528** – Concrete Bridge Replacement on SR 55 over Brown & Singleton Ditches in Lake County South of SR 2 (two structures). Scheduled letting 2/4/2014; anticipated construction start March 2014 with completion in October 2014. One intern.
- **B-30532** – Steel Bridge Replacement on US 12 over CSX RR, 1.18 Miles E of US 20 in Lake County (two structures). Scheduled for March 2014 letting; anticipated construction start April 2014 and completed of October 2014. One intern.
- **B-33568** – Bridge Deck Replacement on I-94 in Porter County (10 structures). March 2014 letting; anticipated start of May 2014 and will continue through June 2015. Two interns.
- **R-32114** – Road Rehab on US 30 between SR 51 & CR 250W in Lake County. March 2014 letting; anticipated start of May 2014 and completion in August 2014. One intern.
- **R-32471** – Resurface & Small Structure Replacement on SR 119 in While & Pulaski Counties; March 2014 letting; anticipated start in May 2014 and will continue through August. One intern.

Point of contact: Angie Fegasas, Acting Construction Director/Capital Program Management Director for LaPorte District of INDOT.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Governor's Summer Intern	
Agency: INDOT	BU: 800
Division: Maintenance/District Support	Section/District: Logistical Support Center
Job Title: Governor's Summer Intern	Job Code:
Working Title (if different from above):	
Reports To: Sign Operations Supervisor	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date: May 12, 2013

Purpose of Position/Summary:

To fabricate INDOT's decals and stickers.

Essential Duties/Responsibilities:

Design, print, laminate, contour cut, and package a 1 year supply of all INDOT's decals and stickers in the employment timeframe of the intern.

Job Requirements:

- Have proficient computers skills.
- Be able to use, graphic software, HP Designjet printer, lamination machine, box knife, and various hand tools.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Computer work and working with your hands.

Responsibility:

Be able to work independently with little supervision.

Personal Work Relationships:

Work in a team environment

Physical Effort:

Must be able to lift 50lbs

Working Conditions:

Inside in temperature controlled area.

Summer Intern 2014
Management Information Systems Division

DIVISION: Management Information Systems

This position will work directly with the Information Technology (IT) Operations Analyst in the Business Operations Section of the Management Information Systems Division (MIS). This person will also be reporting to the Business Operations Manager/Senior IT Project Manager. This position will be working with the MIS budget spreadsheets, creating and running reports. This position will be taking various spreadsheets and databases to pull information from and create reports as to the usage of services, devices, names of owner and then verifying the data for completeness. This position will update the databases with the most current information from the research they have conducted. This position may require developing tracking spreadsheets and/or databases. This position may interface with other divisions within INDOT as well as the Information Of Techonolgy agency (IOT). This person will review and analyze issues to be researched and then use the research findings to develop reports that may be used in setting sectional, divisional, and departmental operational performance goals and indexes (OPI or KPI's). This position will also perform other related duties as assigned.

Job Requirements

- Ability to communicate and coordinate various needs within an Information Technology environment;
- Knowledge of accounting principles;
- Ability to maintain confidentiality;
- Knowledge of everyday office equipment
- Ability to read, understand and implement new procedures;
- Ability to understand and comprehend both written and verbal instructions;
- Strong knowledge of computer and software programs and the ability to utilize these skills in the completion of job duties such as; Microsoft word, Excel,
- Strong oral and written communication skills;
- Ability to establish and maintain effective working relationships with all levels of management;
- Ability to maintain tact in dealing with internal and external customers in person and via the telephone;
- Ability to organize thoughts and ideas in a logical manner;
- Ability to research and document findings;
- Ability to research and then to use, collect appropriate data and draw conclusions;
- Previous state government experience is preferred,
- Ability to work independently;

Difficulty of Work

Employee must exercise confidentiality and work in a modern office environment.

Responsibility

Assignments are carried out in accordance with standardized procedures, following appropriate format and methods. Incumbent must be able to work independently. Many duties are unsupervised; however, most work assignments are reviewed upon completion. Errors may cause inconvenience, loss of time or money.

Personal Work Relationships

Works with agency personnel, consultants, vendors and other state employees to gather information, develop methods, policies, and procedures, and present findings.

Project List and Timelines:

Cellular device identification and verification project: 6 weeks

Hardware verification, reconciliation of costs project: 6 weeks

Other various small projects to be done as time allows.

Governor's Summer Intern 2014

INDOT Division of Bridges - Office of Standards and Policy

Number of Interns Needed: 1

Project timeline: June 12 - August 29

Job Description:

Create and populate a new database which will serve as an historical record of INDOT Standard Drawings. Duties include using large scale scanner equipment (or Records Office staff) and Adobe Acrobat to convert a gazillion obsolete full size hard copy standard drawings to PDF, development of Access data tables or Excel spreadsheets, identification of key terms and content of drawings, data entry, a little sleuthing to establish continuity from the origin of the standard to its current form, and asking a whole lot of questions to establish the history of each standard drawing series. Individual may also assist in planning and development of web site to make library of obsolete drawings accessible to users.

Skills Required/Desired:

Strong verbal communication skills (questioning), and written communication skills (documentation of findings) required

Strong Windows operational skills required (file management techniques)

Strong Microsoft Excel and Access operational skills required (programming and data entry)

Adobe Acrobat Professional desired

HTML editing software (Adobe Dreamweaver or other) desired

Benefits to Intern:

Intern will be exposed to and gain familiarity with bridge and roadways design and construction terminology, gain experience with Records Office equipment and procedures, have an opportunity to develop functional skills related to MSExcel, MSAccess, and Adobe Acrobat Professional, and be exposed to and participate in the life cycle of an INDOT Standard Drawing through research and cataloging activities. This individual will interact with various staff involved in the development of standard drawings and specifications: Standards Office manager, engineers, and technicians, specifications administrator and engineer, and Records Office staff.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: INDOT	BU: 800
Division: Pavement Engineering	Section/District:
Job Title: Intern	Job Code:
Working Title (if different from above):	
Reports To: Pavement Asset Manager	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary:

Support INDOT Pavement and technical transportation planning activities analysis of pavement data trending activities, mapping, QC/QA, general planning research, and assimilating various data into asset management analysis) to support agency functions, planning, asset management and decision making.

Essential Duties/Responsibilities:

- Auditing district Engineer data
- Coordinating with INDOT District and Field Staff relative to pavement quality activities and issues
- Ensuring proper format of pavement data and ensuring analysis and expressions need agency goals.
- Working with Geographic Information Systems (GIS) datasets and technical teams
- Assist with the development of various planning and technical reports
- Quality Control & Quality Assurance of various agency planning databases
- Other duties as requested/assigned

Job Requirements:

- Interns with an interest in urban or transportation planning, engineering, mathematics, geography, or technical fields would be beneficial.
- Strong Statistical and trending analysis
- Must be detailed oriented
- Must be comfortable working with very large datasets/spreadsheets and able to query data and apply formulas as needed
- Must possess strong analytical skills to analyze and disseminate information
- Must have strong PC skills and experience using Microsoft Office Suite
- Experience or training in GIS is a plus for spatial analysis activities
- Must have strong written and oral communication skills
- Must be able to query data and apply formulas as needed
- Ability to work both independently and in small multi-disciplined group environments

Supervisory Responsibilities/Direct Reports:

- Not applicable

Difficulty of Work:

- Moderate. Candidate will work under general supervision and will be exposed to general deadlines to accomplish tasks. Candidate will participate in staff meetings and related training sessions.

Responsibility:

- Candidate will be expected to effectively and efficiently manage multiple activities and tasks daily. Activities/tasks will vary in size, scope, schedule, and complexity.

Personal Work Relationships:

- Works with section co-workers, other employees in the agency, consultants, contractors, planning organizations, and members of local government. Candidate must be able to, maintain, and foster cooperative and collaborative working relationships between multi-disciplinary teams of professionals and technical staff.

Physical Effort:

- Occasional physical effort required for carrying presentation equipment (laptops, projectors, posters and meeting materials) to and from meeting facilities. Employee must be able to frequently lift object weighing up to 10lbs and sit for long periods of time on PCs and entering data.

Working Conditions:

- Position requires organizational skills to manage changing and competing priorities, deadlines, and workloads.
- Candidate will be able to choose flexible working hours between 8:00 AM to 5:15 PM. Occasional work hours beyond normal work schedule may be needed to attend meetings, training sessions, and field checks in remote areas.
- Candidate may occasionally experience pressure from tight deadlines.
- Candidate will spend 80% of their time in an office setting; 20% in various coordination meetings, workshops, and training events.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: Vacant	
Agency: INDOT	BU: 00800
Division: Finance	Section/District: Procurement
Job Title: Governor's Summer Internship Program	Job Code:
Working Title (if different from above): Summer Student	
Reports To: Procurement Manager	
FLSA Status: Non-Exempt (OT Eligible) Exempt X	Effective Date:

Purpose of Position/Summary:

The purpose of this position is to optimize the acquisition and life cycle costs of materials, equipment, and services that are necessary for INDOT to perform its mission. To make this contribution, and while working within the laws of the state as implemented by INDOT rules, policies and procedures, this position must keep abreast of the latest technologies and trends related to the transportation industry, as well as the procurement methodologies that facilitate "best value".

Through the Procurement Section, INDOT purchases upwards of \$75 million dollars per year in goods and/or services related to the upkeep and maintenance of Indiana's highway system and office support systems. Although some purchases are "local", many of the products and services purchased are centrally coordinated. This involves the use of term contracts, service contract agreements, Request for Proposals (RFPs), Request for Information (RFIs), special purchasing programs and other instruments not established on the local level. Under the supervision of the Procurement Manager, the buyer is responsible to assist in facilitating many of the goods and/or services purchased under these programs to ensure that the State's true needs are met both effectively and economically.

Essential Duties/Responsibilities:

Incumbent performs a variety of administrative functions associated within the Procurement Section of the Office of Procurement and Project Accounting under the direction of the Procurement Manager. Specific duties include:

- Prepare quote requests;
- Review and evaluate vendor proposals and offers;
- Conduct informal bid openings and prepare vendor bid tabulations;
- Issue and distribute purchase orders for various Central Office divisions;
- Organize, scan and file procurement documents upon issuance of a purchase order to ensure confidential information is not released or revealed to vendors;
- Upload bid tabulations onto the internet;
- Release QPA Agreements, service contracts, and amendments electronically;
- Pick up, sort and deliver mail to section.
- Performs related duties as assigned.

Job Requirements:

- Knowledge of departmental functions and the organization of the agency;
- Knowledge of laws (Indiana Code, Indiana Administrative Code), regulations and policies (INDOT Procurement Manual) pertaining to current procurement functions;
- Knowledge of a specific area of work including procedures, methods, and principals related to solicitations, and purchase contracts;
- Knowledge of and ability to read and interpret solicitations, accounting forms, and other departmental documents;

- Knowledge of transportation terminology and special regulations;
- Knowledge of correct grammar, spelling, punctuation, and basic arithmetic;
- Knowledge of administrative procedures used in performing such tasks as: arranging and maintaining a file system, assembling and disseminating information;
- Generate and maintain effective communications, good working relationships, and a positive image with suppliers, coworkers, and other state employees/officials by promoting courtesy, objectivity and fairness;
- Ability to work in a team environment;
- Ability to operate computer (including word processing, adobe, spreadsheets, and electronic mail) and office equipment necessary to departmental functioning;
- Ability to create electronic spreadsheets for price comparisons, create or modify electronic procurement forms, create bid packages as needed.
- Ability to research vendor information (i.e. federal ID numbers, returned mail due to an inaccurate mailing address).

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Assignments are carried out in accordance with standardized procedures and general work instructions that require following appropriate methods. Incumbent will make informed decisions in performing a wide variety of standardized tasks or assignments.

Work may be spot-checked occasionally while in progress and upon completion. Incumbent must use judgment in the selection of applicable methods and procedures. Inconvenience, loss of time and embarrassment to the agency could result from errors in relaying inaccurate money to the public or to other agencies.

Maintains the highest level of integrity and ethics in the procurement process at all times to avoid, but not limited to, conflict of interest.

Personal work relationships are with the supervisor, staff, other state agencies and the public for the purpose of furnishing or obtaining information and expedite the daily workflow. Also has contact with the public or other state agencies in explaining program, tracing problems and maintaining coordination.

Responsibility:

Incumbent receives general instructions from upper management concerning objectives of assignment and may consult with the Procurement Manager to solve specific problems or unusual circumstances, when formalized guidelines do not apply.

Personal Work Relationships:

The incumbent works with agency staff of professionals and clerical personnel and reports to the Procurement Manager.

Physical Effort:

None greater than normal

Working Conditions:

Office Setting



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: 2014 Governor's Public Service Summer Intern - Office of Rail	
Agency: Indiana Department of Transportation	BU: 00800
Division: Chief of Staff, Multimodal Planning & Programs	Section/District: Rail Office
Job Title: Rail Office Intern	Job Code:
Working Title (if different from above):	
Reports To: Manager of the Rail Office	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary:

This position serves as an Intern in the Rail Office Section within the Division of Multimodal Planning & Programs. One aspect will be to provide for the safety of the traveling motorist, public, and rail employees with the enforcement of Indiana Code, Indiana Administrative Code and the Indiana Manual on Uniform Traffic Control Devices. The position will also be involved in railroad construction projects overseen by the Rail Office. This will include track and signal design and construction and a railroad bridge project.

Essential Duties/Responsibilities\Schedule:

- Overview of the Rail Office functions; approximately two weeks
- Rail-highway Inspection Compliance – Evaluate rail corridors for compliance of unobstructed view sights, signage, pavement markings etc. and look for public grade crossings that could be closed to vehicle traffic.
- Railroad construction and inspection, approximately one month– the candidate will be involved in the Project Management of the Indiana Gateway Project located in Northwest Indiana involving seven subprojects on the Norfolk Southern and one on Amtrak – this will include field work, reviewing invoices and working with a consultant
- Railroad construction and inspection, approximately one month – the candidate will be involved in the Project Management oversight of the Indiana Rail Road TIGER Grant replacing a bridge over the White River in Greene County.

Job Requirements:

The candidate should have be in a Civil Engineering discipline or have some background in Civil Engineering\Construction. The candidate will have to have completed one year of Civil\Construction study. Valid drivers license. Must be available for overnight travel within the state.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Some knowledge of railroads would be beneficial but not required. There may be some days longer that required by normal state requirements without additional compensation. Minimal difficulty learning basics. Good verbal and writing communications.

Responsibility:

N/A – will work under the supervision of the Rail Project Manager

Personal Work Relationships:

Fellow INDOT Employees with his/her Department and other Departments within INDOT.
Railroad Officials and Union Representatives.
Federal Officials

Physical Effort:

Traveling within the State of Indiana for grade crossing inspection, inventory updates and grade crossing photos for all public grade crossings for the INDOT Rail Locator Web site,
Lifting is at a minimum
Field work involving inclement weather
Uneven walking conditions

Working Conditions:

The work will include indoor and outdoor conditions including inclement weather
Office, Outdoors and in State Vehicle
Office 50% - Outdoors 30% State Vehicle 20%.
Hazardous Conditions: Driving, walking conditions around rail operations and at rail-highway crossings.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU:
Division: Research and Development	Section/District: Transp. System	
Job Title: Temporary Seasonal Worker/Intern		Job Code: N/A
Working Title (if different from above): Research Assistant		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May, 2014

Purpose of Position/Summary:

To assist research engineers in performing a broad range of transportation studies

Essential Duties/Responsibilities:

Field testing, computer simulation, data analysis, information compiling

Job Requirements:

Junior or senior in civil or electrical engineering, applicants with MS Excel Worksheet experience preferred

Supervisory Responsibilities/Direct Reports:

N.A.

Difficulty of Work:

Interdiscipline

Responsibility:

Field testing such as roadway lighting, and pavement surface properties
Data compiling and analysis on traffic safety, lighting level, pavement condition, and cost
Engineering computing with lighting design software
Other routine work in R&D

Personal Work Relationships:

INDOT central offices and districts
Local agencies
Industries, and
Residents

Physical Effort:

Lift 30 lbs.

Working Conditions:

Office and field



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 065010
Division: Safety	Section/District: Central Office	
Job Title: 2014 Governor's Summer Internship Program		Job Code: N/A
Working Title (if different from above):		
Reports To: Safety Program Specialist		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The Indiana Department of Transportation's Statewide Safety Division is seeking a qualified candidate to assist with the a variety of Safety Programs to protect the health and wellness of INDOT employees.

Essential Duties/Responsibilities:

- Assist Safety Technical Specialsit on production of various Safety Videos.
- Design, update and/or create presentations for various Safety Programs.
- Create Job Hazards Analysis for various activities/operations.
- Assist with air and noise sampling within the field.
- Assist with Safety Facility reviews and audits.
- Assist with development of Personal Protective Equipment standardization.

Job Requirements:

Valid high school diploma or GED. Must have ability to communicate effectively, both verbally and in writing. Strong organizational skills and ability to multi-task.

Prefer candidate currenty enrolled in an accredited university safety/health program.

Proficient in MicroSoft Office products including with a concentration in:

- o PowerPoint
- o Excel

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Team oriented work environment

Physical Effort:

Working Conditions:

Office setting and field activities



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Transportation		BU: 00800
Division: Operations	Section/District: Fleet	
Job Title:		Job Code:
Working Title (if different from above): Intern		
Reports To: Fleet Manager, Division of Fleet & Facilities		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position serves as a the Indiana Department of Transportation (INDOT) Fleet Intern and is responsible for field verification and data collection of training, maintenance, repair and conversion status of INDOT's fleet of light, medium, and heavy duty equipment.

Essential Duties/Responsibilities:

- Verifies and updates Fleet Maintenance Shop software and diagnostics database, to include licensing details, number of users/stations and expirations along with any other information deemed pertinent; 6/1-7/30/2013
- Audits Spring Inspection and correlates into database ;7/1-7/15/2013
- Develops inspection program for warm weather equipment, ie mowers, tractors, patching equipment;6/1-7/30/13
- On site review of warm weather inspection program with maintenance shops;7/16-8/1/2013
- Assists Shop Coordinator with Fleet Maintenance Shop Performance Metrics inventory;6/1-7/15/2013
- Prepares reports and presentation on specifications, both formal and informal;5/15-8/30/2013
- Performs other related duties as assigned. 5/15-8/30/2013

Job Requirements:

- Six (6) months experience of vehicle and equipment repair and maintenance;
- Possession of valid Indiana drivers license;
- Ability to communicate effectively both orally and in writing;
- Excellent problem solving and analytical skills;
- Ability to conduct research, draw logical conclusions, assist with technical reports by providing supporting documentation, and provide recommendations or solutions;
- Ability to formulate sound recommendations and make appropriate decisions with consideration of potential impact on operations;
- Ability to maintain confidentiality;
- Ability to Travel throughout the state during the year to all INDOT locations;
- Strong computer skills;
- Ability to work independently, with minimal supervision;
- Ability to effectively prioritize a variety of projects/functions;

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Employee must exercise judgment in identifying needs and assets of department's equipment fleet for the purpose of tracking, identification and documentation. Employee will work with Shop Foreman and Fleet Managers and must effectively communicate ideas and methods. Employee will perform both independent analysis and group participation in order to drive positive results. Employee must remain cognizant of the potential impact of decisions/recommendations on the department, as well as any precedent that may be set. The job is fast-paced, complex, and dynamic requiring adaptability and flexibility.

Responsibility:

Employee is responsible to the Fleet Manager for the performance of job duties and collection of data on equipment fleet shop maintenance, repair and conversion programs on a state wide level. Employee will receive routine guidance from supervisor but must be able to work independently, with minimal supervision, identifying and accomplishing objectives. .

Personal Work Relationships:

Employee will work with a wide array of INDOT personnel from front line field staff to management staff. Primary contacts are with District Fleet Managers and Subdistrict Shop Foremen, other contacts include Central Office Maintenance staff, Central Office Technical Services staff, and equipment vendors.

Physical Effort:

Minimal.

Working Conditions:

Time will be split between office and field setting. Travel is required to districts.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Capital Program Management/Construction Mgmt & District Support	Section/District: Land & Aerial Survey Office	
Job Title: Survey Support Technician		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The position supports the operations of the survey section within the Land & Aerial Survey Office. Operations include, but are not limited to; maintenance and administration of the INDOT benchmark network and database, maintenance of the statewide GNSS-GPS Real Time Network known as InCORS, support of Indiana Height Modernization project, field survey operations, and administrative functions.

Essential Duties/Responsibilities:

Assist with administration, maintenance and support of the INDOT Benchmark network and online database, including Benchmark Recon Project; assist with administration, operation, maintenance and support of the InCORS Network and the 45 reference stations across the state; assist with reconnaissance and leveling operations in support of Indiana Height Modernization Project, assist with office related survey tasks to support completion of survey project work; when required, assist with field survey operations related to highway projects.

Job Requirements:

Shall have sufficient level of knowledge, understanding and experience with basic computer functions and software applications related to job functions, including operating systems, word processing, data management and organization. Should have experience with digital photography and associated files. Should have experience and/or basic knowledge of GPS, GIS, Survey, and CAD software applications, with preferred experience with Trimble survey equipment and software, and Leica Geosystems GPS reference station equipment and network software. Shall have a basic understanding of GPS and/or GIS technology and applications. Should have a basic understanding of land survey principles, procedures and practices in Indiana.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Type of duties may vary from day to day depending on requirements. Generally, primary tasks involve field recovery, camera operation, instrument operation, and computer operation, i.e. data entry, data retrieval, data manipulation. Requires intense focus to eliminate errors and omissions. Field operations requires focus and situational awareness to prevent possible personal injury and/or equipment damage. May require ability to problem solve and complete mathematical calculations.

Responsibility:

The duties are critical in the completion of products and services provided by the Land & Aerial Survey Office in support of design, maintenance and construction of transportation resources across the state. This position has limited decision making responsibilities and will have no supervisory responsibilities. However, the accuracy and efficiency of services performed and any data collected is essential in creating products that can be relied upon for use by other agencies and offices, both public and private.

Personal Work Relationships:

This position is under the direction and supervision of the survey section coordinator or designated individual in responsible charge. This position will be working closely will all members of the survey

section, as well as the Photogrammetry Section within the office. In addition, in assisting with network support, position will provide customer support to network users.

Physical Effort:

Duties performed in office will require little physical effort, i.e. sitting at computer workstation. Field operations typically may require walking long distances, up and down steep inclines, through rough terrain, dealing with seasonal weather conditions, and in some instances, carrying equipment up to 20 lb.

Working Conditions:

Office work environment is pleasant and climate controlled. Field survey work may be located in traffic hazard areas, heavily wooded or remote areas with environmental hazards, i.e. water hazards, insects & animals, poisonous plants, etc. Work may be performed during inclement weather including rain, snow, seasonal high and low temperatures, and high winds.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Indiana Department of Transportation	BU: 800
Division: Asset Planning & Management	Section/District: Technical Planning
Job Title: Intern	Job Code:
Working Title (if different from above):	
Reports To: Technical Planning Supervisor	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary:

Support technical transportation planning activities (travel demand modeling activities, mapping, QC/QA, general planning research, and assimilating various data into asset management analysis) to support agency functions, planning, asset management and decision making.

Essential Duties/Responsibilities:

- Assisting with preliminary environmental red flag analysis
- Assist with travel demand model network coding and maintenance activities
- Assisting with project level community context audits (internet researches and phone call interaction)
- Working with various planning partners in the development of a statewide transportation alternative program and mapping of related projects (bike lanes, crosswalks, pedestrian paths, sidewalks, and other non-motorized travel attributes)
- Working with Geographic Information Systems (GIS) datasets and technical teams
- Assist with the development of various planning and technical reports
- Quality Control & Quality Assurance of various agency planning databases
- Assist with mapping utilities, land parcels, and various assets (bridge, pavement, sound walls, and small structures) as well as programmed projects (as needed).
- Assist in compiling and mapping information for environmental justice analysis and route relinquishments
- Other duties as requested/assigned

Job Requirements:

- Interns with an interest in urban or transportation planning, engineering, geography, or a technical fields would be beneficial.
- Must be detailed oriented
- Must be comfortable working with very large datasets/spreadsheets and able to query data and apply formulas as needed
- Must possess strong analytical skills to analyze and disseminate information
- Must have strong PC skills and experience using Microsoft Office Suite
- Experience or training in GIS is a plus for spatial analysis activities
- Must have strong written and oral communication skills
- Must be able to query data and apply formulas as needed
- Ability to work both independently and in small multi-disciplined group environments

Supervisory Responsibilities/Direct Reports:

- Not applicable

Difficulty of Work:

- Moderate. Candidate will work under general supervision and will be exposed to general deadlines to accomplish tasks. Candidate will participate in staff meetings and related training sessions.

Responsibility:

- Candidate will be expected to effectively and efficiently manage multiple activities and tasks daily. Activities/tasks will vary in size, scope, schedule, and complexity.

Personal Work Relationships:

- Works with section co-workers, other employees in the agency, consultants, contractors, planning organizations, and members of local government. Candidate must be able to , maintain, and foster cooperative and collaborative working relationships between multi-disciplinary teams of professionals and technical staff.

Physical Effort:

- Occasional physical effort required for carrying presentation equipment (laptops, projectors, posters and meeting materials) to and from meeting facilities. Employee must be able to frequently lift object weighing up to 10lbs and sit for long periods of time on PCs and entering data.

Working Conditions:

- Position requires organizational skills to manage changing and competing priorities, deadlines, and workloads.
- Candidate will be able to choose flexible working hours between 7:00 AM to 5:15 PM. Occasional work hours beyond normal work schedule may be needed to attend meetings, training sessions, and field checks in remote areas.
- Candidate may occasionally experience pressure from tight deadlines.
- Candidate will spend 80% of their time in an office setting; 20% in various coordination meetings, workshops, and training events.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:	
Agency: Indiana Department of Transportation	BU: 800
Division: Asset Planning & Management	Section/District: Traffic Statistics
Job Title: Intern	Job Code:
Working Title (if different from above):	
Reports To: Traffic Statistics Supervisor	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date:

Purpose of Position/Summary:

Support INDOT Statistics and Traffic Counting with processing, mapping, and cleaning collected traffic data. Candidate will also assist with technical transportation planning activities (travel demand modeling activities, mapping, QC/QA, general planning research, and assimilating various data into asset management analysis) as needed to support agency functions, planning, asset management and decision making.

Essential Duties/Responsibilities:

- Auditing consultant, Metropolitan Planning Organization, and Rural Planning Organization traffic counting activities
- Coordinating with INDOT District and Field Staff relative to traffic counting activities and issues
- Ensuring proper format of historical traffic count data and QC/QA of data (as needed)
- Assist with geospatial analysis of traffic counts, modifying traffic roadway sections, and adjusting traffic stations in an ArcGIS based platform.
- Assist with compiling and processing data for annual federal Highway Performance Monitoring System (HPMS) data submission and roadway section adjustments
- Assist in compiling traffic count data, forecasts, and related statistics for engineers and project managers for incorporation into planning, engineering, and technical reports.
- Assist with field data collection data (as needed)
- Assist with mapping utilities, land parcels, and various assets (bridge, pavement, sound walls, and small structures) as well as programmed projects (as needed)
- Other duties as requested/assigned

Job Requirements:

- Interns with an interest in urban or transportation planning, engineering, geography, or a technical fields would be beneficial.
- Must be detailed oriented
- Must be comfortable working with very large datasets/spreadsheets and able to query data and apply formulas as needed
- Must possess strong analytical skills to analyze and disseminate information
- Must have strong PC skills and experience using Microsoft Office Suite
- Experience or training in GIS is a plus for spatial analysis activities
- Must have strong written and oral communication skills
- Must be able to query data and apply formulas as needed
- Ability to work both independently and in small multi-disciplined group environments

Supervisory Responsibilities/Direct Reports:

- Not applicable

Difficulty of Work:

- Moderate. Candidate will work under general supervision and will be exposed to general deadlines to accomplish tasks. Candidate will participate in staff meetings and related training sessions.

Responsibility:

- Candidate will be expected to effectively and efficiently manage multiple activities and tasks daily. Activities/tasks will vary in size, scope, schedule, and complexity.

Personal Work Relationships:

- Works with section co-workers, other employees in the agency, consultants, contractors, planning organizations, and members of local government. Candidate must be able to , maintain, and foster cooperative and collaborative working relationships between multi-disciplinary teams of professionals and technical staff.

Physical Effort:

- Occasional physical effort required for carrying presentation equipment (laptops, projectors, posters and meeting materials) to and from meeting facilities. Employee must be able to frequently lift object weighing up to 10lbs and sit for long periods of time on PCs and entering data.

Working Conditions:

- Position requires organizational skills to manage changing and competing priorities, deadlines, and workloads.
- Candidate will be able to choose flexible working hours between 7:00 AM to 5:15 PM. Occasional work hours beyond normal work schedule may be needed to attend meetings, training sessions, and field checks in remote areas.
- Candidate may occasionally experience pressure from tight deadlines.
- Candidate will spend 80% of their time in an office setting; 20% in various coordination meetings, workshops, and training events.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Capital Program		Section/District: Utility and Railroad
Job Title: Utility and Railroad Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Kenny Franklin		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The summer intern in Utility and Railroads will perform data analysis in cost and schedule comparisons with the goal of evaluating our historical cost and schedules of utility and railroad projects. The intern may also begin a program of GIS data collection. The tasks are primarily research and analysis necessary for accurate project estimating.

Essential Duties/Responsibilities:

The intern will complete the analysis of historical cost and schedules retrieved from various department databases with the ultimate goal of creating a parametric estimating matrix. They may also be given the opportunity to learn basic Utility and Railroad coordination as appropriate. The intern may be asked to develop a GIS layer of utility and railroads in partnership with INDOT's IT department. They will perform related duties as assigned.

Job Requirements:

The applicant will need to have completed at least two years of study in Engineering, Statistical analysis, GIS, or comparable course work.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

The intern will perform research of existing databases to create a single database to store and sort critical data of cost per pay item and schedule of relocations.

Responsibility:

The intern receives general instructions from the Utility and Railroad Director indicating the general objectives of the work to be performed. They will discuss changes to objectives with the Engineers in the unit and alter or correct work in accordance with directives of policy or practice. They will discuss any unusual, highly complex, or unprecedented situations which become apparent during the progress of the work with the Utility Director and assist in formulating solutions. The Utility Director will review the incumbent's work, normally upon completion, for the accomplishment of objectives and compliance with established policies and standards.

Personal Work Relationships:

The intern will work with engineers in the Utility and Railroad offices but be tasked with partnering with various other groups within INDOT to accomplish the stated goals.

Physical Effort:

The primary functions are performed in an office environment. This would occasionally consist of some heavy lifting such as a box of copier paper. The job requires some field work.

Working Conditions:

The majority of the work is in a climate controlled office. The field work consists of working outdoors in all weather conditions. The field work will involve walking over rough terrain sometimes for long distances. Field work can involve visiting District offices.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: tbd		
Agency: INDOT		BU: 00800
Division: Utility and Railroad Technical Support		Section/District: Utility/Railroad
Job Title: Utility and Railroad General Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To:		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : tbd

Purpose of Position/Summary:

The general summer intern in Utility and Railroad will support in the Utility and Railroad Office Audit Files Project

Essential Duties/Responsibilities:

The intern will be responsible for a certain portion of the audit file project and will need to establish a project schedule. The intern will report on their progress and meet with the Utility and Railroad Director and Accountant regularly to review the project process. The intern will inventory current files, prepare files for scanning, prepare files for Uploading to Audit System, upload approved files to Audit System, track files, enter data on the files for final retention records, and check the scanned files for completeness and legibility. The intern may also do some research in the utility and railroad files, if the need arises during the internship.

Job Requirements:

The applicant will need to have completed at least one year of study in a college degree program. The applicant should be familiar with the Windows operating system, Microsoft Office Products, (with emphasis on Excel) and have some general accounting knowledge.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

The day to day work will be predominantly data entry and clerical. However, intern will also be responsible for the overall project management, will need to monitor the schedule, and communicate any changes to the Utility and Railroad Accountant.

Responsibility:

The intern receives general instructions from the Utility and Railroad Accountant indicating the general objectives of the work to be performed. They will discuss changes to objectives with the Accountant and alter or correct work in accordance with his directives of policy or practice. They will discuss any unusual, highly complex, or unprecedented situations which become apparent during the progress of the work with the Accountant and assist in formulating solutions. The Utility and Railroad Director will review the incumbent's work regularly for the accomplishment of objectives and compliance with established policies and standards.

Personal Work Relationships:

The intern will work with engineers in the Utility and Railroad area and coordinate with the Accountant, Audit staff, and Records Office staff.

Physical Effort:

This would occasionally consist of some heavy lifting such as a box of copier paper.

Working Conditions:

The majority of the work is in a climate controlled office.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridges	Section/District: C.O. Bridge Inspection/District	
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Senior Bridge Inspection Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist on Central Office Bridge Inspection and Inventory duties, on INDOT Bridges and Large Culverts in the District Office.

Essential Duties/Responsibilities:

Enter data into various Bridge Inspection Applications and Data Bases, Scan Bridge Documents and attach to Bridges in the Inspection Application, attend and participate in various bridge inspection and large culvert activities in the field. The position will involve preparing database files for element level inspection. This position would also assist with channel cross-sections.

Job Requirements:

College student studying civil engineering.

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to quickly learn new software products
- Ability to plan work using time management skills
- Ability to communicate well, both verbally and in writing

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities.

Difficulty of Work:

Under the direct supervision of the Senior Bridge Inspection Engineer, the summer intern will perform a variety of work including, but not limited to, assisting with bridge and large culvert inspections, scanning plans and uploading them to the bridge inspection database, preparing files in the bridge inspection database for element level inspection. The intern will need to learn basic function of the bridge inspection database.

Responsibility:

To conduct work in a professional manner. Assist the district bridge inspection team in the performance of their duties.

Personal Work Relationships:

Shall answer directly to the Senior Bridge Inspection Engineer, but may be asked to work with and assist other members of the team.

Physical Effort:

May require minor lifting of inspection equipment. Will require being out at bridge and large culvert sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, with some field work assisting team members or meetings outside of the District Office.



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Communications	Section/District: Central Office	
Job Title: e-Communications Assistant		Job Code: N/A
Working Title (if different from above): Website Support		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Incumbent will serve as e-Communications Assistant focusing on Website Support, as well as social media and graphics support, in the INDOT Communications Division. This e-communications Assistant reports to the e-Communications Manager.

Essential Duties/Responsibilities:

- Responsible for assisting INDOT e-Communications Manager with the management of INDOT websites and Social Media activities.
- Perform website edits, additions, graphic elements and assets (downloadable items) of the INDOT website. Expertise in the use of a Content Management System (preferably RedDot) and a working knowledge of HTML are desired.
- Help to keep website content current and create or maintain systems for keeping files and content clean and up to date.
- Help to create and maintain project web sites that proactively communicate status to key project stakeholders.
- Provide guidance, advice, troubleshooting, and feedback on implementing Facebook and Twitter as Social Media communication platforms based on industry best practices

Job Requirements:

- Demonstrated experience developing web content and various branding communications for targeted audiences.
 - Understanding of the practical applications of Cartography, map projections, coordinate systems, control surveys and an ability to read and interpret aerial photographs, construction plans and highway inventory logs.
 - Knowledge of Microsoft Office 2007, Windows NT, Adobe Photoshop, Adobe Illustrator, Adobe in Design, and RedDot website CMS software is desirable.
 - Writing skills, including correct English grammar, AP Style, punctuation, and spelling.
 - Possesses strong organizational skills, detail-oriented, ability to multi-task projects, manage multiple deadlines and setting and meeting internal project benchmarks and deadlines.
 - Ability to work with INDOT customers and partners to assess needs and create and deliver solutions to satisfy expectations.
 - Possesses outstanding interpersonal skills, able to build relationships and establish credibility.
 - Possesses clear and effective oral communication skills.
- Other duties as assigned.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

Incumbent reports to the e-Communications Manager, who reviews work initially and the customer who reviews work for final approval. Website errors in a project can result in the following: cost overruns, inaccurate information, customer complaints, lost time in correcting or redoing the project, and an embarrassment to the department.

Personal Work Relationships:

Incumbent communicates with the supervisor, customer, co-workers, other employees in agency, local, state, federal officials, and the general public; as well as outside vendors and contractors. The purpose of these communications are for discussing solutions to problems related to a project, coordinating project needs, deadlines, and product delivery schedules.

Physical Effort:

Incumbent will be sitting at a desk during scheduled work hours.

Working Conditions:

Incumbent works in an office environment.