



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 Dept of Transportation		BU: 00800
Division: Accounting	Section/District: Finance/Acct/AR	
Job Title: Governor's Summer Intern - Accounting		Job Code: N/A
Working Title (if different from above): (Job Opening ID#:577656)		
Reports To: Dan Williams/Joy Koester		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The intern will be working in the Finance Division, Accounting Department. The intern will be responsible for researching and obtaining billable information and entering data in PeopleSoft system.

Essential Duties/Responsibilities:

- Ability to prepare routine correspondence;
- Ability to work independently;
- Ability to operate office equipment such as computer terminals, personal computers, calculators;
- General knowledge of computer software to include Microsoft office;
- Ability to understand the procedural relationships involved in recording a variety of transactions into the accounting system;
- Strong interpersonal skills.

Job Requirements:

- Must be currently enrolled as an undergraduate or graduate with an accredited post-secondary institution and have completed at least one (1) year of undergraduate education. Finance or Accounting Majors preferred.
- Basic knowledge of computer concepts used in working with input and output of a computerized accounting system;
- Dependability – employee is consistently at work and on time, follows instructions, and responds to management direction;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Main contacts will be with INDOT Division staff and District Staff. Primary efforts will be entering data and researching and entering billable information to collect outstanding debt. Contact will be on the phone and thru written correspondence collecting debt that is owed to INDOT.

Physical Effort:

None greater than normal.

Working Conditions:

Normal Office setting



JOB DESCRIPTION

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Employee Name: 2012 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 Intern - Aviation		Job Code: N/A
Working Title (if different from above): Aviation Intern (Job Opening ID#: 577658)		
Reports To: Marcus Dial, Office of Aviation Project Mgr.		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : May 14 – Sept 3, 2012

Purpose of Position/Summary:

2012 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



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Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Bridge Design, Inspection, Hydraulics & Tech Support	Section/District: Bridge Design/ Bridge Rehabilitation- Marion County	
Job Title: Governor's Summer Intern - Bridge Design Engineer		Job Code: N/A
Working Title (if different from above): (Job Opening ID#:577660)		
Reports To: Naveed Burki/George Snyder		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist in the design of bridge plans.

Essential Duties/Responsibilities:

- Attend field checks
- Assist with data collection
- Perform routine calculations
- Assist with plan preparation

Job Requirements:

Minimum of 2 years of study in civil engineering.
Ability to effectively communicate verbally and in writing and perform routine calculations under minimal guidance.

Supervisory Responsibilities/Direct Reports:

Reports directly to Naveed Burki/George Snyder

Difficulty of Work:

Utilizes broad knowledge of civil engineering principles, practices and methods to accomplish the work in a timely manner.

Responsibility:

Personal Work Relationships:

Work with Senior Bridge Engineers and Engineering Technicians.

Physical Effort:

This is an office position and physical effort is minimal.

Working Conditions:

May require travel where employee must provide own transportation; may be exposed to unsafe conditions when conducting inspections; may work varying hours.



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Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Budget, Procurement, & Project Accounting		Section/District: Project Finance
Job Title: Governor's Summer Intern - Budget Procurement & Project Accounting		Job Code: N/A
Working Title (if different from above): (Job Opening ID#:577690)		
Reports To: Karen Hicks		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Section is responsible for over 16,000 projects for INDOT's and the Local Public Agencies infrastructure. Position reviews project activities to discover data needed for closure based upon audit inventory.

Essential Duties/Responsibilities:

Assists in activities with respect to identifying project expenditures that have not moved forward into the billing process, identify audits required for project closure, and communicate with the appropriate offices to rectify processes and bring audits forward.

Job Requirements:

Technical in nature with ability to analyze processes and follow those processes to identify and complete audit procedures. Ability to utilize a complex financial system in conjunction with other financial and planning systems. Must be able to follow detail instructions and work within multiple system tables.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Uses detailed procedures when analyzing project expenditures and completion. Requires constant moving between tables within the financial system and the ability to keep track processes. Failures of expenditures may be unique for multiple projects requiring several adjustments. Create detailed reports on projects will require strong analytical skills with a high-level of accuracy and ability to formulate data into requested information. Work is varied in scope and circumstances depending on project type, funding level, funding status, which requires individual tracking, review, and treatment.

Responsibility:

Will work independently requiring a high level of accountability and accuracy.

Personal Work Relationships:

Works with Project Finance employees at all levels to coordinate and balanced project budgets. Contacts are for the purposes of gathering information, coordination, reconciling differences, and ensuring compliance with rules and regulations.

Physical Effort:

None greater than normal.

Working Conditions:

Regular office setting.



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Employee Name: N/A		
Agency: INDOT		BU: 00800
Division: Bridge Design, Inspection, Hydraulics, & Tech. Support		Section/District: Bridge Inspection/Central Office
Job Title: Governor's Summer Intern - District Bridge Inspection		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577687)		
Reports To: Merrill Dougherty / Brian Harvey		
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 both INDOT and County Bridges.

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 activities in the field.

Job Requirements:

College student. Has basic skills in Microsoft products. Good eye for details.

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities. Will report to Brian Harvey & Merrill Dougherty

Difficulty of Work:

Should not be difficult for a college student.

Responsibility:

To conduct work in a professional manner, show up each day, and not wander away from assigned work area.

Personal Work Relationships:

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

Physical Effort:

May require minor lifting of inspection documents or bridge plans, etc.. May require being out at bridge sites or at meetings outside of the building a few times.

Working Conditions:

Will work in an office environment, except for a few times assisting on field work or meetings outside of the Central Office.



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Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Communications	Section/District: Central Office	
Job Title: Governor's Summer Intern - Website Support		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577707)		
Reports To: Linda McGrannahan-Roberson/ LaTasha Gearlds		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

Purpose of Position/Summary:

Incumbent will serve as a Website Support in the INDOT Communications Division. Reports to the e-Communications Administrator.

Essential Duties/Responsibilities:

- Responsible for assisting INDOT e-communications Administrator's 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.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

N/A

Responsibility:

Incumbent reports to the e-Communications Administrator, 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.



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Agency: INDOT		BU: 00800
Division: Construction Management & District Support		Section/District: Central Office
Job Title: Governor's Summer Intern - Construction Mgmt. & District Support		Job Code:
Working Title (if different from above): (Job Opening ID#: 577708)		
Reports To: Gerry Burton, Claims Administrator Mgr.		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012

Purpose of Position/Summary:

This is an intermittent position in the Construction Management and District Support Department. This position will report directly to the Construction Management and District Support Director and will work to provide information concerning Central Office monitoring of road, bridge, maintenance, and traffic contracts. This position will also be responsible for organizing the final record contracts.

Essential Duties/Responsibilities:

- Assist in review of contract records submitted from district construction projects for compliance with minimum standards
- Contact district personnel to notify of deficiencies and follow up until all items are resolved.
- Organize contract documents to be filed and scanned
- Prepares reports, manuals and training documents related to highway construction activities
- Performs related work as assigned

Job Requirements:

- Basic familiarity with Microsoft office products. Able to work on computer with various programs and analyze information.

Difficulty of Work:

Requires ability to review and analyze information submitted for accuracy and follow instructions for assigned tasks

Responsibility:

Complete review of contract documents and ensure all deficient items are corrected.

Personal Work Relationships:

Interact with other personnel in work area and in remote offices by email and phone.

Physical Effort:

General office duties, moving of boxes of documents

Working Conditions:

Office environment; working on computer and file room.



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

Agency: INDOT		BU: 00800
Division: Construction Management & District Support		Section/District: Crawfordsville
Job Title: Governor's Summer Intern - Construction Crawfordsville District		Job Code:
Working Title (if different from above): (Job Opening ID#: 577711)		
Reports To: Gerry Burton, Claims Administrator Mgr.		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012

Purpose of Position/Summary:

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.

Essential Duties/Responsibilities:

- Assist a resident Project Engineer or Project Supervisor with the following:
 - a. Administer highway construction projects. Manage inspection operational costs through work scheduling and task prioritization.
 - b. Interpret, recommend revisions, and ensure adherence to construction plans, contract documents, and specifications. Resolve conflicts and interpretation problems with contractors.
 - c. Direct or perform the sampling and testing of aggregates, steel, asphalt, soils and all other construction materials.
 - d. 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.
 - e. Maintain control over attendance and work conditions for subordinates. Ensure that both INDOT and contractor employees are performing work in a safe manner in compliance with OSHA and other applicable standards.
 - f. 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.
 - g. Review and monitor erosion control activities. Review EEO and DBE requirements

Job Requirements:

- Pursuing B.S. Degree in Civil Engineering.

- Basic familiarity with Microsoft office products. Able to work on computer with various programs and analyze information.

Physical Effort/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:
Division: INDOT - Long Range Plan & Mode		Section/District: Central Office
Job Title: Governor's Summer Intern - Data Analyst/GIS Analyst		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577738)		
Reports To: Donna Anderson/Autumn Young		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Support INDOT Traffic Counting and travel demand modeling activities, assimilating various traffic data collection efforts into a user friendly format providing accurate, relevant and timely information to support agency functions, planning, and decision making.

Essential Duties/Responsibilities:

- Auditing consultant, Metropolitan Planning Organization, and Rural Planning Organization counting activities
- Coordinating with INDOT District and Field Staff relative to count activities and issues
- Entering traffic data into database and spreadsheet applications
- Ensuring proper format of historical traffic data
- Working with Geographic Information Systems (GIS)
- Reviewing GIS layers from various agencies to ensure accuracy of traffic sections and reduce duplication of traffic counts
- Quality Control & Quality Assurance of traffic related data
- 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
- Comfortable working with large datasets and spreadsheets
- Must have strong PC skills and experience using Microsoft Office Suite
- Experience or training in GIS is a plus
- Must possess strong analytical skills to analyze and disseminate information
- 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:

NA

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; & training events.



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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: Governor's Summer Intern - Economic Opportunity		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577714)		
Reports To: Director of Economic Opportunity and Prequalification		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

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.



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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: Environmental Services	Section/District: Ecology and Permitting	
Job Title: Governor's Summer Intern - Ecology and Permitting Team		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577728)		
Reports To: Nathan Saxe, Manager		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 5.15.2012

Purpose of Position/Summary:

To provide the Ecology and Permitting team of the Indiana Department of Transportation (INDOT) with a qualified intern to assist the staff with office-wide goals. The office identifies ecological resources in and near INDOT project sites that are subject to regulation, and secures permits from state, local, and federal regulatory agencies for impacts to these resources. The staff are the primary contact during design, construction and post-construction as a subject matter expert and as a task manager to maintain compliance with state, local and federal laws during design, construction and post-construction INDOT work.

Essential Duties/Responsibilities:

- Work with the supervisor and team leads on a program development project related to ecological resources, the regulations and INDOT project development policies. This will include desk level research into a topic and the development of a draft policy for INDOT to follow.
- Assist team members in reviewing and evaluating reports and permits for INDOT projects in accordance with the regulations.
- Assist team members in field work to identify and evaluate regulated resources and evaluate compliance with permits and regulations on INDOT projects.

Job Requirements:

- Broad knowledge of environmental resources and their beneficial uses and functions in the environment.
- Basic knowledge of ecological resource agencies and the regulations, state and federal laws, policies and procedures protecting those resources.
- Basic knowledge of waters of the US, waters of the state, threatened and endangered species and other resources as well as the methods to determine the quality and extent of the regulated resources via appropriate methods (e.g. wetland delineations, waters of the US determinations, habitat surveys as well as QHEI, HHEI, FQA, IBI etc.)
- Excellent problem solving and analytical skills.
- Ability to work independently, anticipate problems and initiate corrective actions;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Managing permitting for INDOT projects requires initiative and communication because the acquisition of permits usually occurs near the end of the project development cycle and as such can lead to high priority, last minute reviews and approvals. Employee must frequently use excellent judgment while documenting justification for decisions that may impact INDOT project schedules and budget.

Responsibility:

Employee will have the responsibility to pursue the goals and deliverables of the supervisor and work independently towards those goals. Supervisor or team lead will have final approval over the completion of the deliverables for INDOT.

Personal Work Relationships:

INDOT Staff and Management

State, Federal and Local Regulatory Agencies (IDEM, IDNR, USFWS, USACE, USEPA, USCG etc...)

Public and Private Researchers and Subject Matter Experts

Physical Effort:

When in the office: Minimal

When in the field: Moderate physical effort includes digging holes, crouching, trekking across uneven terrain and carrying 15-30 lbs. of field gear

Working Conditions:

Office setting: 70-90% of time during the field season, 95-100% during the winter.

Field setting: 10-30% of time during the field season, 0-5% during the winter.



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Employee Name: N/A		
Agency: Indiana Department of Transportation		BU: 065010
Division: Employee Safety	Section/District: Central Office	
Job Title: Governor's Summer Intern - Employee Safety		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577716)		
Reports To: Heather Ward		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

Purpose of Position/Summary:

The Indiana Department of Transportation's Central Office of Employee Safety is seeking a qualified candidate to assist the office in administrative responsibilities for training and document management.

Essential Duties/Responsibilities:

- Log training courses and students into PeopleSoft's Enterprise Learning Management System
- Responsible for updating fcurrent Employee Safety PowerPoint presentations to the new INDOT branding and fromatting requirements. Additionally the inter would be responsible for reviewing content for proofing and visual appearance. •
- The intern would be responsible for converting several of our INDOT safety training manuals on a variety of subjects into an electronic format. Once the manuals are converted to an electronic format, the intern would be responsible for organizing the newly created electronic training manuals and the existing electronic training materials in an organized safety resource library available through SharePoint.

Job Requirements:

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

Proficient in MicroSoft Office products including with a concentration in:

- o PowerPoint
- o SharePoint and juggle multiple deadlines

Supervisory Responsibilities/Direct Reports:

Not applicable

Difficulty of Work:

Responsibility:

Personal Work Relationships:

team oriented work environment

Physical Effort:

Working Conditions:

Office setting with the potential opportunity to visit and observe field activities



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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 Management		Section/District: Asset Management/Road Inventory
Job Title: Governor's Summer Intern - GIS Intern		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577734)		
Reports To: Road Inventory Manager - Eric Conklin		
FLSA Status: <input checked="" 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. The intern will be responsible for production work that will play a significant role in furthering the state's data development.

Essential Duties/Responsibilities:

-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 DNR sites - roads within the site, special areas of designation, e.g. camping facilities, well fields etc, 2) mapping Federal properties - Parks, Forests, Installations of various forms, 3) working with the Metropolitan Planning Organizations on the development and analysis of their 2010 Urban Area Boundaries.4) the continued development of the Indiana Base Map of Certified Public Road Miles.

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:

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Responsibility:

Personal Work Relationships:

Department of Natural Resources, section c-workers, county highway departments, etc.

Physical Effort:

None

Working Conditions:

Office



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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		BU: 00080
Division: INDOT - Greenfield District 3		Section/District: Greenfield
Job Title: Governor's Summer Intern - Design Engineer - Greenfield District		Job Code: N/A
Working Title (if different from above): Intern Engineer (Job Opening ID#: 577731)		
Reports To: Terry M. Summers / Angela Smith		
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: Governor's Summer Intern - Environmental Scientist		Job Code: N/A
Working Title (if different from above): (Job Opening ID#:577705)		
Reports To: Jewell Stone		
FLSA Status: <input 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.



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:
Division: Management Information Systems	Section/District: Highway Management Applications	
Job Title: Governor Summer Intern - System testing and Document reviewer		Job Code: N/A
Working Title (if different from above): (Job Opening ID#:577702)		
Reports To: Michael L. Jenkins		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

Purpose of Position/Summary:

Incumbent will work in the Highway Management Systems Section of the Management Information Systems Division, carrying out a wide variety of duties involving the review of definitions and development of information processing requirements, evaluation of technology and formulation of solutions with regards to prepared documentation (i.e. training, instruction, installation). Review/Testing of Data and operational links in various applications via Web browsers. Incumbent reports directly to the section manager starting May 14th through September 3rd 2012. This will free up valuable programmers time for further development of mission critical application/implementation efforts in preparation of enhancements and releases for the fall, to the field and central office personnel.

Essential Duties/Responsibilities:

- duties will require incumbent to work with databases, spreadsheets, various reports, test processes, and identify errors;
- review training materials for the users of the system;
- review training data and training software;
- confers with the technical leads in HMA Section to help document business needs;
- researches and analyzes users' needs to help the technical leads determine if information technology can assist in resolving those needs;
- provides resource to other analysts and programmers assigned to the projects;
- performs related duties as required.

Job Requirements:

- A working knowledge of MS Word; Excel spreadsheets, and Access databases with knowledge of Microsoft suite of products in general.
- Ability to present clear oral and written reports.
- Ability to communicate effectively with all members of the HMA Section.
- Incumbent must be able to converse with and promote understanding between the various members of the HMA Section.

Supervisory Responsibilities/Direct Reports:

NONE

Difficulty of Work:

Work is normally performed in a standard office environment. A personal computer is used extensively. Work involves much sitting. No heavy lifting or hazardous working conditions.

Responsibility:

Reports to the Manager of the Highway Management Systems Section

Personal Work Relationships:

Confers with all Management Information Systems personnel to discuss the best methodology to use to meet the user requirements.

Physical Effort:

A personal computer is used extensively. Work involves much sitting. No heavy lifting or hazardous working conditions.

Working Conditions:

Work is normally performed in a standard 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:
Division: Greenfield	Section/District: Greenfield	
Job Title: Governor's Summer Intern - Title Researcher		Job Code: N/A
Working Title (if different from above): Intern Engineer (Job Opening ID#: 577733)		
Reports To: Ron Raney		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Assists with the development of Title & Encumbrance Reports for right of way projects.

Essential Duties/Responsibilities:

Researches INDOT records and county records to produce abstracts of title of privately owned land for purchase by INDOT.

Job Requirements:

Major in Civil Engineering or Land Management preferred. CADD/computer 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 title report for purchase of new right of way

Personal Work Relationships:

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

Physical Effort:

Minimal physical/light duty

Working Conditions:

40% office

60% 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: 00800
Division: Bridge Design, Inspection, Hydraulics & Technical Support		Section/District: Hydraulics
Job Title: Governor's Summer Intern - Hydraulics Intern		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577659)		
Reports To: Crystal Weaver		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

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 unit. 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 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 unit.

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.



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: Operations/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: Derek Fuller		
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, statewide GNSS-GPS Real Time Network known as InCORS, field survey operations, and administrative functions.

Essential Duties/Responsibilities:

Assist with administration, maintenance and support of the INDOT Benchmark network and online database; assist with administration, operation, maintenance and support of the InCORS Network and the 45 reference stations across the state; assist with office related survey tasks to support completion of survey project work; when required, assist with field survey operations.

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, 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 section survey 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.

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: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Operations	Section/District: Operation Systems - Technical Services	
Job Title: Governor's Summer Intern - Operational Analysis Intern		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577742)		
Reports To: Phil Springer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

Purpose of Position/Summary:

Assisting staff with data collection and clean up within the Operations Systems group. This will be performed within several management programs that are used for inventory, maintenance, fleet and fuel management.

Essential Duties/Responsibilities:

Perform data collection from multiple programs and databases and identify discrepancies and make necessary corrections to ensure data integrity. Assist with data collection at offsite equipment and inventory assessments and then compile in the appropriate program or database. Assist with the design and development of databases or programs to account for future operations.

Job Requirements:

Knowledge of Microsoft Office is necessary to effectively perform the role outlined within this position along with excellent communication skills. Knowledge of equipment, vehicles, parts, repair procedures are desired but not required.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Employee exercises judgement in planning, organizing and assisting with establishing work priorities. Employee must also be able to interpret policies and guidelines.

Responsibility:

The supervisor will give general directions, but the incumbent will work at times independently. The majority of work performed will be along side of department staff with clear direction and guidelines. The incumbent may consult the supervisor or other personnel with especially difficult or complex problems. Judgements are made within the framework of accepted trade practices and procedures.

Personal Work Relationships:

Contacts are with other employees within INDOT.

Physical Effort:

Work with department staff on most tasks, but independent work will occur. Ability to work at a desk inputting data into the computer for extended periods of time is required. The ability to work outdoors is also required.

Working Conditions:

The incumbent may be exposed to dirt, loud noise, grease, dust, gas fumes and other unpleasant conditions while working outdoors.



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: Production Management-Office of Environmental Services		Section/District: Cultural Resources
Job Title: Governor's Summer Intern- Production Mgmt-Office of Environmental Ser		Job Code:
Working Title (if different from above): (Job Opening ID#:577729)		
Reports To: Staffan Peterson		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

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.



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: Production Management-Office of Environmental Services		Section/District: Cultural Resources
Job Title: Governor's Summer Intern- Production Mgmt-Office of Environmental Ser		Job Code:
Working Title (if different from above): (Job Opening ID#:577729)		
Reports To: Staffan Peterson		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

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.



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: INDOT - Seymour District 5		Section/District: Technical Services
Job Title: Governor's Summer Intern - District Traffic Engineer - Seymour District		Job Code: N/A
Working Title (if different from above): District Traffic Engineering Intern (Job Opening ID#:577739)		
Reports To: Hillary Lowther		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : 5/2012

Purpose of Position/Summary:

To provide assistance to the District Traffic Engineer on first review of traffic plans, attendance to pre-construction conferences, gathering information for lawsuits, and other work in the Traffic department. All work will be submitted and reviewed by the Traffic Engineer.

Essential Duties/Responsibilities:

Reviewing Traffic portion of Construction plans for accuracy.
Attending pre-construction conferences for Traffic Department.
Gathering documents from different departments for lawsuits.

Job Requirements:

High School Diploma.
Enrolled in a Civil Engineering/Civil Engineering Technician Program at an ABET accredited college.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Knowledge of construction plans by reading and interpreting the plans. Use of manuals to determine if the plans are correct. Reviewing requests from pre-construction conferences and suggesting a solution to the Traffic Engineer for review.

Responsibility:

Work will be submitted in a timely manner to Traffic Engineer for final review and approval.

Personal Work Relationships:

Communicate with different departments and outside vendors on issues that have been found in construction plans.

Physical Effort:

Minimal

Working Conditions:

75% Office
25% Outside - Field work



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: Environmental Services	Section/District: Ecology and Permitting	
Job Title: Governor's Summer Intern - Stormwater Team		Job Code: N/A
Working Title (if different from above): (Job Opening ID#: 577727)		
Reports To: Nathan Saxe, Manager		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 5.15.2012

Purpose of Position/Summary:

To provide the Stormwater team of the Indiana Department of Transportation (INDOT) with a qualified intern to assist the staff with office-wide goals. The office secures stormwater permits for construction activities and ensures compliance with all stormwater regulations. The staff are the primary contact during design, construction and post-construction as a subject matter expert and as a task manager to maintain stormwater compliance with state, local and federal laws during design, construction and post-construction INDOT work.

Essential Duties/Responsibilities:

- Work with the supervisor and team leads on a program development project related to stormwater and INDOT project development policies. This will include desk level research into a topic and the development of a draft policy for INDOT to follow.
- Assist team members in reviewing and evaluating stormwater permits for INDOT projects in accordance with the regulations.
- Assist team members in field work to identify and evaluate construction and post-construction stormwater impacts from INDOT projects.

Job Requirements:

- Broad knowledge of environmental resources and their beneficial uses and functions in the environment.
- Basic knowledge of regulations related to stormwater including permitting (NPDES, Rule 5, Rule 13) in the state of Indiana.
- Basic knowledge of Best Management Practices (BMPs) for active construction erosion and sediment control and post-construction stormwater quality and quantity control.
- Excellent problem solving and analytical skills.
- Ability to work independently, anticipate problems and initiate corrective actions;

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Managing permitting for INDOT projects requires initiative and communication because the acquisition of permits usually occurs near the end of the project development cycle and as such can lead to high priority, last minute reviews and approvals. Employee must frequently use excellent judgment while documenting justification for decisions that may impact INDOT project schedules and budget.

Responsibility:

Employee will have the responsibility to pursue the goals and deliverables of the supervisor and work independently towards those goals. Supervisor or team lead will have final approval over the completion of the deliverables for INDOT.

Personal Work Relationships:

INDOT Staff and Management
State, Federal and Local Regulatory Agencies (IDEM, IDNR, USFWS, USACE, USEPA, USCG etc...)

Public and Private Researchers and Subject Matter Experts

Physical Effort:

When in the office: Minimal

When in the field: Moderate physical effort includes digging holes, crouching, trekking across uneven terrain and carrying 15-30 lbs. of field gear

Working Conditions:

Office setting: 70-90% of time during the field season, 95-100% during the winter.

Field setting: 10-30% of time during the field season, 0-5% during the winter.