



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, & Tech. Support		Section/District: Bridge Inspection/Central Office
Job Title: INDOT Bridge Inspection Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Ron McCaslin / Bill Dittrich		
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 Bill Dittrich & Ron McCaslin

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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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: Division of Traffic Management		Section/District: Traffic Support
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above): Work Zone Safety Researcher		
Reports To: Senior Engineer - Work Zone Safety		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : December 2010

Purpose of Position/Summary:

Improve Work Zone Safety by collecting and organizing data on historical and current Indiana highway projects

Essential Duties/Responsibilities:

- Compile current and historical information on Indiana highway construction projects including;
 - number of work zones,
 - cost,
 - dates active,
 - crashes, and
 - other data.
- Organize and develop statistics from the data.
- Assist with inspection of work zone traffic control installations statewide.
- Research work zone practices in other states.

Job Requirements:

- High School Diploma.
- Current enrollment as an undergraduate or graduate in an accredited, post-secondary institution.
- Completed one year of undergraduate education.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Job requires a mix of office and field data collection work assignments.

Responsibility:

Assist supervisor and work zone personnel in their efforts to improve work zone safety and mobility.

Personal Work Relationships:

Work cooperatively with co-workers, various agency personnel, consulting firms/contractors, other government officials, utility personnel, and the general public.

Physical Effort:

Must be able to lift 35 lbs of field and office equipment. Must be able to spend several hours in a vehicle while collecting work zone review data.

Working Conditions:

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



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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:
Division:	Section/District: Geenfield District	
Job Title: INDOT Traffic Control Investigations Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: John Ford - Investigations Engineer		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The purpose of this position is to assist in providing a safe & efficient transportation system for the motoring public. This is accomplished through investigations to determine the correct traffic control devices at various locations in response to public requests, reviewing construction plans & special provisions for traffic control items, and gathering information & documents in response to requests for public information and questionnaires/interrogatories for tort claims.

Essential Duties/Responsibilities:

This position will gain a variety of Traffic Engineering experience by assisting district traffic staff engineers in development & evaluation of plans & criteria for a variety of projects & activities and assessing feasibility & soundness of proposed engineering designs. The position will assist in managing complex projects (e.g. conducting traffic engineering studies, including Safety Engineering Studies, traffic signal applications, left turn requests, no turn on red analyses, no parking zones, city, county & township requests for speed limit revisions; preparing legal agreements and Official Actions).

Job Requirements:

Must have successfully completed a minimum of one year toward a Bachelor of Science Degree in Civil Engineering at an ABET accredited university. Priority consideration will be given for candidates who have completed an introductory level course in Transportation Engineering and have some familiarity and interest in Traffic Engineering concepts and practices. Individuals filling this position must possess a valid Indiana driver's license and be familiar with basic computer applications using MicroSoft Office Software Programs. Familiarity with traffic analysis software programs (e.g. HCS, TSIS, GIS, GPS, PETRA, Electronic Count Board, PC Warrant, Numetrics, SYNCHRO, HCS, and Micro Simulation Packages, PC Travel and other analytical methods) is helpful.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Conduct & review a broad range of traffic investigations (crosswalks, lane control, no passing zones, parking, school zones, warning signs, speed limits, preferentiality, turn restrictions, guide signs, rail road crossings, & signals).

Responsibility:

Recommendations made affect the safety and efficiency of the state transportation system in the Greenfield District. Failure to consider pertinent facts could lead to inefficient utilization of state funds as well as traffic crashes and/or congestion.

Personal Work Relationships:

Work with central office, district, and sub-district employees in INDOT as well as elected officials & motoring public.

Physical Effort:

The Intern may be required to climb up and down roadside embankments when working in the field as well as walking moderately long distances when making field measurements.

Working Conditions:

Field work can involve unpleasant weather conditions and exposure to dangers from working along the edge of travelway.



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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: 800		BU: 00800
Division: Budget, Procurement, & Project Accounting		Section/District: Project Finance
Job Title:		Job Code: N/A
Working Title (if different from above):		
Reports To: Tina Satterfield		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Section is responsible for over 11,000 project budgets for INDOT's infrastructure. Position will be responsible for reviewing year end project budgets and assisting in the determination of funding controls by creating detailed summaries.

Essential Duties/Responsibilities:

Assists in activities with respect to identifying prior year project expenditures and project budget balance excess. Analyze need to move funds from prior year to new fiscal year and activity.

Job Requirements:

Technical in nature with ability to analyse procedures. Ability to utilize Excel beyond the intermediate level and utilize a complex financial system. Must be able to follow detail instructions and work within multiple system tables to create a balanced project budget from table to table.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Uses judgment in analyzing project budgets. Project budgeting requires constant adjusting of project budgets down to the activity level. Creating detailed excel spreadsheets and reporting on project activities 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: 800		BU: 00800
Division: Budget, Procurement, & Project Accounting		Section/District: Project Finance
Job Title:		Job Code: N/A
Working Title (if different from above):		
Reports To: Shawn McMahan		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Section is responsible for over 11,000 projects for INDOT's infrastructure. Position reviews project activities to discover data that may be caught in the system not allowing the project to progress to billing.

Essential Duties/Responsibilities:

Assists in activities with respect to identifying project expenditures that have not moved forward into the billing process. Analyzes where the expenditure first failed to proceed and begin the process to correct the failure moving the expenditure forward.

Job Requirements:

Technical in nature with ability to analyze processes and follow those processes to trouble shoot and repair. Ability to utilize Excel beyond the intermediate level and utilize a complex financial system. Must be able to follow detail instructions and work within multiple system tables to determine failed processes.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Uses detailed procedures when analyzing project expenditures. Requires constant moving between tables within the financial system and the ability to keep track of what worked and what failed. Failures may be unique for multiple projects requiring several adjustments. Create detailed excel spreadsheets and reporting on project expenditures 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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This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: 800		BU: 00800
Division: Budget, Procurement, & Project Accounting		Section/District: Project Finance
Job Title:		Job Code: N/A
Working Title (if different from above):		
Reports To: Tina Satterfield		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Section is responsible for over 11,000 project budgets for INDOT's infrastructure. Position will be responsible for reviewing year end project budgets and assisting in the determination of funding controls by creating detailed summaries.

Essential Duties/Responsibilities:

Assists in activities with respect to identifying prior year project expenditures and project budget balance excess. Analyse need to move funds from prior year to new fiscal year and activity.

Job Requirements:

Technical in nature with ability to analyse procedures. Ability to utilize Excel beyond the intermediate level and utilize a complex financial system. Must be able to follow detail instructions and work within multiple system tables to create a balanced project budget from table to table.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Uses judgment in analyzing project budgets. Project budgeting requires constant adjusting of project budgets down to the activity level. Creating detailed excel spreadsheets and reporting on project activities 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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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--OES		Section/District: Cultural Resources
Job Title: Governor's Summer Intern		Job Code:
Working Title (if different from above):		
Reports To: Staffan Peterson		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To aid the Office of Environmental Services, Cultural Resources Section with the preparation of cultural resource documents.

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 50% of the work will be fieldwork.

Job Requirements:

Applicant must be obtaining a degree in Anthropology, History, or Historic Preservation (or 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 OES and also individual work on 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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This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: INDOT		BU:
Division: Maintenance	Section/District:	
Job Title: Emergency Planning and Response Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Tom Vanderpool Director Emergency Planning and Response		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist the Dir. Emergency Planning & Response in writing/updating INDOT's Emergency Response Plans utilizing lessons learned from INDOT's participation in the FEMA National Level Exercise 2011 for Earthquake Preparedness (NLE11).

Essential Duties/Responsibilities:

1. Assist in gathering data from NLE11 to use in post NLE11 after action review.
2. Assist in incorporating recommendations and findings from NLE11 after action review into INDOT's Emergency Response Plans.

Job Requirements:

1. Excellent computer skills.
2. Excellent organizational and written communication skills.
3. GIS proficiency preferred.
4. Prefer student seeking a degree in Public Safety/Emergency Preparedness field.
5. Selectee will be required to take some National Incident Management System on line courses.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Applicant must be able understand and create detailed written procedures, and integrate ideas and suggestions from field personnel into a response plan framework.

Responsibility:

Applicant will be responsible for gathering and interpreting data and feedback from NLE 11 after action reviews and utilizing to update INDOT's Emergency Response Plans under the direction of the Director of Emergency Planning and Response.

Personal Work Relationships:

Applicant will interface with various INDOT staff and with the Director of Emergency Planning and Response, as well as other state agencies.

Physical Effort:

Minimal

Working Conditions:

General office work environment.



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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: 00800
Division: Major Program Management	Section/District:	
Job Title: INDOT Environmental Engineer Intern		Job Code: WBBS
Working Title (if different from above): Environmental Engineer Intern		
Reports To: Operations Director		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date :	

Purpose of Position/Summary:

The Environmental Intern position will provide technical and field support to the I-69 construction projects concerning oversight and review of all environmental permits and routine project reports required to comply with the various environmental agency permits and policies. This support will include reviewing environmental permits (Rule 5, 401, 404) submitted for each of the various I-69 construction projects and approved by the Indiana Department of Environmental Management, Indiana Department of Natural Resources and the Army Corps of Engineers in compliance with laws and regulations. The Intern will be expected to communicate routinely with representatives of these departments and the I-69 staff and track the status of said permits throughout the construction season, keeping all staff informed on a regular basis.

Essential Duties/Responsibilities:

- Comply with INDOT Safety Policies and Procedures;
- Review erosion and sediment control plans approved for each I-69 project;
- Makes recommendations to the I-69 staff for revisions to the erosion and sediment control plans;
- Perform work assignments assigned by the I-69 staff requiring field inspection and evaluation of the effectiveness of erosion and sediment control features of each project;
- Ensure that construction project reports for erosion control inspections are completed in a timely manner and the reports are properly placed in project files;
- Communicates issues with the appropriate I-69 staff;
- Prepares reports and evaluations of the effectiveness of the erosion and sediment control features and maintenance of those features for each project;
- Prepares a final report at the end of the construction season documenting both effective and ineffective feature installations and maintenance of those features, including photographs and evaluations of the erosion and sediment control on the I-69 projects;
- Performs field review of projects after each significant rain event;
- Attends field erosion and sediment control reviews conducted by outside agencies;
- Inspects for and reports on any offsite sediment outside of the permanent right of way of the projects;
- Performs related job duties as assigned.

Job Requirements:

- Must have completed one year of college level coursework at an ABET accredited college majoring in Civil Engineering;
- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;
- Ability to comprehend and interpret a variety of civil engineering principles, techniques,

procedures, criteria, plans and specifications, environmental regulations and related data, define problems, collect data, establish facts and draw valid engineering/technical conclusions, use

- statistical analysis
- General knowledge of computer programs such as: Microsoft Excel, Word, Outlook, and Adobe Acrobat;
- Ability to cooperate with coworkers on group projects and establish a friendly atmosphere with coworkers.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway construction, plan reading, procedures, and practices. Employee works within established guidelines. Employee exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Employee is responsible for completing tests and inspections. Employee is responsible for following established procedures and practices. Employee is responsible for accurately completing all job assignments, records, forms, and reports. Errors in work, faulty judgment and the dissemination of technical information can cause delays.

Personal Work Relationships:

Employee must maintain a personal working relationship with contactors, the public, Indiana Department of Environmental Management, Indiana Department of Natural Resources, Army Corps of Engineers and various INDOT departments to ensure compliance with all Standard Specification.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather. May require travel, may be exposed to unsafe conditions when conducting inspections and will be required to safely traverse roadway fill embankments to perform field inspection duties.



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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: 00800
Division: Major Program Management	Section/District:	
Job Title: INDOT Construction Engineer Intern		Job Code: WBBS
Working Title (if different from above): Construction Engineer Intern		
Reports To: Operations Director		
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 performing construction inspection, which includes assisting the project supervisor/engineer to determine and delegate work assignments. Observes, checks and performs construction activities interpreting road or bridge plans, may direct survey crews; prepare progress reports, providing communications with contractors to ensure procedures comply with INDOT standards and specifications. May perform as an assistant project supervisor/engineer.

Essential Duties/Responsibilities:

- Complies with INDOT Safety Policies and Procedures;
- Performs work assigned by project supervisor/engineer ensuring that the required tests, measurements, and inspections are completed and recorded in a timely manner;
- Ensures required inspections are completed in a timely manner and problems are reported;
- Ensures work conforms with appropriate plans, specifications, procedures, and policies;
- Communicates employee issues to project supervisor/engineer providing documentation as necessary;
- Performs job documentation tasks such as site manager;
- Provides assistance to public by responding to general inquiries, explaining delays, etc...;
- Performs emergency response activities such as: clean-up, traffic control, lane closures, placement of signs, and erecting barricades;
- Performs related job duties as assigned.

Job Requirements:

- Must have completed one year of college level coursework at an ABET accredited college majoring in Civil Engineering;
- High school graduate or equivalent;
- Must possess a valid drivers license;
- Must be able to lift 50 pounds;
- Ability to perform physical activities such as lifting, dragging, stooping, standing and walking for long periods of time;
- Must be able to endure exposure to inclement weather;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;
- Basic knowledge of drafting, and surveying techniques;
- General knowledge of computer programs such as: Microsoft Excel, Word, Outlook, and Adobe Acrobat

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway construction, plan reading, procedures, and practices. Employee works within established guidelines.

Employee exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Employee is responsible for completing tests and inspections. Employee is responsible for following established procedures and practices. Employee is responsible for accurately completing all job assignments, records, forms, and reports. Errors in work, faulty judgment and the dissemination of technical information can cause substantial embarrassment and delays. Employee is responsible for coordinating work assignments with the project engineer/supervisor.

Personal Work Relationships:

Employee must maintain a personal working relationship with construction personnel, contactors, the public and various INDOT departments to ensure compliance with all Standard Specification, effective communications and consistent monitoring techniques.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Work is performed outside exposed to inclement weather, ongoing traffic, and rotating work shifts. May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.



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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: 00800
Division: Major Program Management	Section/District:	
Job Title: INDOT Communications Intern		Job Code: WBBS
Working Title (if different from above): Communications Intern		
Reports To: Deputy Commissioner of Major Program Management		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The Major Program Management Division of INDOT responsible for the completion of Interstate I-69 is looking for a summer intern. The intern will be responsible for assisting the Public Information Officer in event planning activities such as creating PowerPoint presentations and programs. Also responsible in assisting with press releases and researching information for inclusion in speeches and news releases.

Essential Duties/Responsibilities:

- Assist Public Information Officer in Event Planning Activities;
- Assist in writing press releases;
- Assist in researching facts for inclusion in press releases;
- Assist in creating PowerPoint presentations;
- Performs related job duties as assigned.

Job Requirements:

- Must have completed one year of college level coursework; Prefer a student majoring in Communications, Public Relations, or Journalism;
- High school graduate or equivalent;
- Must possess a valid drivers license;
- Strong writing, editing, and proof reading skills;
- Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience;
- Must have ability to read, write, and communicate clearly;
- Ability to follow directions and work as part of a team;
- General knowledge of computer programs such as: Microsoft Excel, Word, Outlook, and PowerPoint;
- Possesses positive role model traits (i.e. honesty, integrity, etc.);
- Ability to research and document findings;
- Excellent oral and written communication skills;
- Ability to maintain confidentiality.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Work is broad in scope involving complex program elements, which require critical and analytical abilities. Work is diversified and involves interpretation of broad policies and guidelines for program execution. Creativity is required to establish communications practices, policies, and procedures. Employee exercises considerable independent judgment in formulating solutions, adapting policies to fit unusual

circumstances, and in interpreting and applying policies. Employee must be able to react to variables ensuring proper response in accordance with assigned responsibilities and as a direct representative of the agency.

Responsibility:

Employee is responsible for assisting in implementing media communications and outreach programs, policies and procedures. Employee assists in the development and coordination of a variety of programs, which may have an effect on agency image and dissemination of important internal and external communications.

Personal Work Relationships:

Works with District Deputy Commissioner of Major Program Management, Program Director's, Department Managers, etc. to discuss methods of communication presentation in order to assist the Public Information Officer communicate public relations for the division favorably.

Physical Effort:

None Greater than Normal.

Working Conditions:

Office setting, may work evenings and weekends and travel occasionally.



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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: Long Range Planning		Section/District:
Job Title: INDOT Long Range Planning Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Roy Nunnally		
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)
 - 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:

- 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; & training events.



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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: Indiana Department of Transportation		BU: 00800
Division: Engineering Services & Design Support	Section/District: Land & Aerial Survey Office	
Job Title: INDOT Survey Support Technician Intern		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 statewide GNSS-GPS Real Time Network known as InCORS, INDOT benchmark network and database, field survey operations, and administrative functions.

Essential Duties/Responsibilities:

Assists with administration, operation, maintenance and support of the InCORS Network and the 45 reference stations across the state; assists with administration, maintenance and support of the INDOT Benchmark network and online database; assists with office related survey tasks to support completion of survey project work; when required, assist with field survey operations. Nonessential functions include assistance with data archival, inventory, procurements, and other functions as needed.

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 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 computer operation, i.e. repetitive data entry, data retrieval, data manipulation. Requires intense focus to eliminate errors and omissions. Field operations requires focus and situational awareness to prevent possible equipment damage and/or injury. 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 offices, agencies, and entities.

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 in 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. Any field operations typically require walking long distances, up and down steep inclines, through rough terrain, and carrying relatively heavy loads.

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. Weather conditions may include working in rain, snow, high temperatures, as well as freezing temperatures.



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: INDOT Hydraulics Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Merrill Dougherty		
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 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 the Hydraulics Manager and alter or correct work in accordance with his directives of policy or practice. They will discuss with the Hydraulics Manager any unusual, highly complex or unprecedented situations which become apparent during the progress of the work and assist in formulating solutions. The Hydraulics Manager will review 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 of 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: INDOT		BU:
Division: Construction	Section/District: Crawfordsville	
Job Title: INDOT Highway Engineer Co-op		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:

Assist a resident Project Engineer or Project Supervisor

Essential Duties/Responsibilities:

Administer highway construction projects. Manage inspection operational costs through work scheduling and task prioritization.

Interpret, recommend revisions, and ensure adherence to construction plans, contract documents, and specifications. Resolve conflicts and interpretation problems with contractors.

Direct or perform the sampling and testing of aggregates, steel, asphalt, soils and all other construction materials.

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.

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.

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.

Review and monitor erosion control activities. Review EEO and DBE requirements.

Job Requirements:

Pursuing B.S. Degree in Civil Engineering.

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.

Supervisory Responsibilities/Direct Reports:

Supervisory skills; office practices & procedures; budgeting. Management and practical civil engineering, and function independently as a Project Engineer, exercising control and oversight of every aspect of a complex highway or bridge construction project. An engineer that has progressed to this level would be expected to: 1) have increased participation in management-level meetings, discussions and decision-making 2) supervise not only technical staff but subordinate engineers as well.

Difficulty of Work:

Work performed is routine, but varied by circumstance. Work requires specialized knowledge of highway construction, plan reading, procedures, and practices. Position works within established guidelines. Position exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures

Responsibility:

Position is responsible for completing tests and inspections. Position is responsible for following established procedures and practices. Position is responsible for accurately completing all job assignments, records, forms, and reports. Errors in work, faulty judgment and the dissemination of technical information can cause substantial embarrassment and delays. Position is responsible for coordinating work assignments with the project engineer/supervisor.

Personal Work Relationships:

Position must maintain a personal working relationship with construction personnel, contactors, the public and various INDOT departments to ensure compliance with all Standard Specification, effective communications and consistent monitoring techniques.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving.

Working Conditions:

Must have ability to work in a variety of environments both indoor and outdoor, including environments that may be noisy and dirty. May require working nights, weekends and holidays. May require working extended hours. May require travel.



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: Governors Summer Intern		
Agency: INDOT		BU: 0800
Division: Asset Management		Section/District: Inventory and Assets
Job Title: GIS Inventory Specialists		Job Code: N/A
Working Title (if different from above):		
Reports To: Werkye Rader and/or Eric Conklin		
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:

Data research and entry via tabular forms and spatial interaction via ESRI ArcMap. May perform other duties as assigned.

Job Requirements:

Knowledge of ESRI Arc products e.g. ArcMap, ArcInfo. Understanding of linnear referencing is advantageous. Must have strong analytical skills, proficient in Microsoft Office Suite and willing to do other duties as assigned.

Supervisory Responsibilities/Direct Reports:

This position will require independent work, ability to problem solve and make decisions.

Difficulty of Work:

Must have experience and educational knowledge of ESRI Arc products.

Responsibility:

Must be able to work with other employees in this division and assist with other projects as assigned.

Personal Work Relationships:

Physical Effort:

Very little, only that encountered in the normal office setting

Working Conditions:

Normal office settings



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: Maintenance Management & District Support	
Job Title: INDOT Equipment & Inventory Management Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Joseph Rudolph		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Assisting staff with data collection and clean up within Equipment & Inventory Management 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 task, 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 out doors.



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: Chief of Staff		Section/District: Employee Development
Job Title: INDOT Employee Development Intern		Job Code: 2WS1
Working Title (if different from above):		
Reports To: Employee Development Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : 03/01/2010

Purpose of Position/Summary:

The Intern position in Employee Development serves to provide substantive assistance with program planning related to Employee Development initiatives. These initiatives include leadership planning, management and leadership development, succession planning, career planning, employee recognition, and employee training. The position reports directly to the Employee Development Director.

Essential Duties/Responsibilities:

- Work with Employee Development team members as assigned
- Utilizing social media tools (i.e. LinkedIn), work with the Employee Development Consultant in identifying how social networking can be utilized by INDOT for career planning and training
- Work with Employee Development Consultant to create and analyze employee surveys and provide reporting of results
- Utilize Adobe Captivate and assist team members in using product or in creating computer-based training with existing materials

Job Requirements:

- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Working knowledge of Adobe Captivate
- Working knowledge of social networking concepts
- 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 Director of Employee Development, the summer intern will perform a broad range of work including, but not limited to, using technical expertise to create Excel reports; create surveys; modify PowerPoint training slides into on-line presentations and loading them into computer-based training software; train Employee Development team on or create training documentation for social networking tools. Intern may be required to learn a reporting or on-line training method and convey the information to the supervisor or a team mate.

Responsibility:

Work assignments will be an integral part of the planned product delivery by Employee Development. Intern will work with supervision after receiving assignments and be expected to meet deadlines.

Personal Work Relationships:

Intern will work with the Employee Development 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 and books.

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)

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: INDOT Economic Opportunity and Prequalification 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 revisions to the Contractor Compliance Manual by researching federal law and current INDOT policies and procedures;
- Propose written revisions to the Contractor Compliance Manual;
- Review contract documents to ensure that these documents are consistent with the Contractor Compliance Manual and notify Division if inconsistencies exist;
- Assist with drafting, editing and gathering data for the Title VI Update and Accomplishments Report;
- Assist with compiling Americans with Disabilities Act (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 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 and Manual revisions.

Responsibility:

This position is responsible for assisting the Division with revisions to several reports and Manuals. During the majority of time, the intern will assist with revisions to the Contractor Compliance Manual to ensure the Manual reflects 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: N/A		
Agency: INDOT		BU: 00800
Division: Environmental Services	Section/District: Ecology Servs. & Waterways Permitting	
Job Title: INDOT Environmental Services Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Nathan Saxe		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position will be with the Office of Environmental Services, Ecology and Waterways Permitting Section. Duties may include assisting in the development of a georeferenced database for ecological resources, waterway permits and environmental mitigation sites using one of several database software packages. The goal of the internship would be to consolidate INDOT's current storage of data into one or several locations, beta test the database and begin the process to upload validated data.

Essential Duties/Responsibilities:

Job Requirements:

Applicant must be obtaining a degree in Computer Science, Information Technology, or related field. Applicant should have experience and expertise in relational database design/usage, SQL, VB.NET, ASP.NET, Microsoft Access and Excel. Working knowledge of Oracle, JavaScript, SVN Source Control preferred but not required. Work with spatial databases (SDE) and GIS/mapping skills is a plus.

Supervisory Responsibilities/Direct Reports:

Difficulty of Work:

Responsibility:

Personal Work Relationships:

Physical Effort:

Working 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: INDOT		BU: 00800
Division: Finance	Section/District: Capital Program Management	
Job Title: INDOT - Capital Program Mgmt Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Capital Program Management Director		
FLSA Status: Non-Exempt (OT Eligible)	Exempt	Effective Date:

Purpose of Position/Summary:

This position serves on the Capital Program Management Team as an intern to support the program and data management needs of the two Program Managers and one Director. The intern is responsible for producing quality checks/reviews of system data and produce reports for data cleanup.

Essential Duties/Responsibilities:

- Utilizes enterprise business system tools extract and manipulates program data;
- Assist in the development of: asset performance criteria, business rules, needs assessment, asset prioritization, funding oversight, change management, communication, and training;
- Prepares correspondence, reports, agenda items, action items, memos, charts, presentations, tables, graphs, etc...requiring initiative where timeliness and accuracy are priorities;
- Performs related duties as assigned.

Job Requirements:

- Must be team oriented in working with other departments;
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks;
- Ability to write professional and understandable program correspondence;
- Excellent problem solving and analytical skills;
- Ability to conduct research, draw logical conclusions, and make recommendations;
- Ability to formulate organized reports which are based on sound data;
- Ability to work independently.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

The intern must be familiar with agency objectives as well as the role and function of each department to effectively coordinate the activities required to successfully provide solutions and outcomes. Recommendations and decisions formulated by the intern can have a significant impact across the agency. The intern must remain cognizant of the potential impact of developed recommendations and data quality on INDOT's mission and philosophy. The intern must work under short time constraints for recommendations.

Responsibility:

The intern is responsible for the development of data and reports to support the Capital Program Managers in the facilitating asset teams that is used to develop recommendations and priorities for capital program spending.

Personal Work Relationships:

Main contacts will be the Capital Program Managers and Director, to ensure INDOT's Capital Program delivers the highest output. Other internal, statewide (including interagency relations) contacts such as

directors, managers, supervisors, exempt and non-exempt employees, are for the purpose of gathering information, problem solving, and presentation of recommendations.

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: N/A		
Agency: INDOT		BU:
Division: MIS	Section/District: CAD Support	
Job Title: INDOT CAD Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Scott Robison CAD Manager INDOT		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This applicant may also be asked to perform any variety of CAD related duties needed during their time as a summer intern. Upon completion of training or if already trained in MicroStation, this applicant would be given some of the tasks (project creations and software installs) that would free up the CAD support staff to focus on other responsibilities.

Essential Duties/Responsibilities:

This position would require the applicant to use MicroStation and or ProjectWise (INDOT’s design software of choice) in a variety of duties. If the intern has background in Civil Engineering they could be trained in InRoads and asked to help support that application as well. The applicant would be required to work during the same hours as the rest of the CAD Support section in order to ask questions and receive guidance.

Job Requirements:

Basic Computer skills and experience Using CAD software (MicroStation preferred, but will accept AutoCAD) are requirements. Background in Civil design preferred, but not required. Engineering Student would be a good fit for this position if they are early on in school. The position would provide them with necessary CAD training.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

College level

Responsibility:

Perform duties as requested.

Personal Work Relationships:

CAD Support Team

Physical Effort:

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: Bridge Design, Inspection, Hydraulics, & Tech. Support	Section/District: C.O. Bridge Inspection/LaPorte	
Job Title: INDOT Bridge Inspection - Laporte		Job Code: N/A
Working Title (if different from above):		
Reports To: Wayne Skinner / (Ron McCaslin)		
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 in the LaPorte District.

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. This position would also assist with channel cross-sections.

Job Requirements:

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

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities. Will report to Wayne Skinner & Ron McCaslin

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 LaPorte District 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.. Will require being out at bridge sites or at meetings outside of the building.

Working Conditions:

Will work in an office environment, assisting on field work or meetings outside of the LaPorte District Office building.



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: Bridge Design, Inspection, Hydraulics and Technical Support		Section/District: Bridge Design
Job Title: INDOT Bridge Design Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Bridge Design Supervisor		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To assist the engineers with the development of bridge plans.

Essential Duties/Responsibilities:

Assists the design engineers with developing preliminary and detailed plans for new, replacement, and rehabilitated bridges. This work could include: structure sizing, approach design, beam design, deck design, end bent design, pier design and quantity computation. May use Microstation software in the plan preparation process. May use and/or be trained in bridge design software such as CONSPAN, RC-Pier, GEOMATH, and Merlin Dash

Job Requirements:

Minimum 2 years of study towards a BSCE.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Will be responsible for performing simple engineering computations. Must have a basic understanding of structural design.

Responsibility:

To carry out tasks as assigned by the Bridge Supervisor.

Personal Work Relationships:

Will work with enigneers and technicians

Physical Effort:

Minimal.

Working Conditions:

Mostly in the office. May be required to attend 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: N/A		
Agency: Indiana Department of Transportation		BU: 00800
Division: Division of Traffic Management		Section/District: Traffic Support
Job Title: Summer Intern		Job Code: N/A
Working Title (if different from above): Work Zone Safety Researcher		
Reports To: Senior Engineer - Work Zone Safety		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date : December 2010

Purpose of Position/Summary:

Improve Work Zone Safety by collecting and organizing data on historical and current Indiana highway projects

Essential Duties/Responsibilities:

- Compile current and historical information on Indiana highway construction projects including;
 - number of work zones,
 - cost,
 - dates active,
 - crashes, and
 - other data.
- Organize and develop statistics from the data.
- Assist with inspection of work zone traffic control installations statewide.
- Research work zone practices in other states.

Job Requirements:

- High School Diploma.
- Current enrollment as an undergraduate or graduate in an accredited, post-secondary institution.
- Completed one year of undergraduate education.

Supervisory Responsibilities/Direct Reports:

N/A

Difficulty of Work:

Job requires a mix of office and field data collection work assignments.

Responsibility:

Assist supervisor and work zone personnel in their efforts to improve work zone safety and mobility.

Personal Work Relationships:

Work cooperatively with co-workers, various agency personnel, consulting firms/contractors, other government officials, utility personnel, and the general public.

Physical Effort:

Must be able to lift 35 lbs of field and office equipment. Must be able to spend several hours in a vehicle while collecting work zone review data.

Working Conditions:

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