



**SUMMER 2012 CO-OP/INTERNSHIP LISTINGS  
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

An Equal Employment Opportunity Employer

To apply for a Co-op/Internship, please send application materials to:

Marie Nelson, Human Resources Division  
 ND Department of Transportation  
 608 E. Boulevard Ave.  
 Bismarck, ND 58505-0700  
 Fax Number: 701-328-1415  
 E-mail: mnelson@nd.gov

- Please submit: 1. [SFN 59151 – Internship Program Application](#)  
 2. [SFN 18859 - DOT Addendum to Application for Employment](#)  
 3. Copy of current college transcript (official not necessary)

Applicants must be enrolled in an undergraduate degree program. All co-ops/internships are paid positions. Please indicate on your application all locations in order of preference that you would consider for summer work. Applicants with disabilities should contact Marie Nelson at 701-328-4358 in advance of applying to discuss any special provisions needed.

**Applications must be received in the Human Resources Division by 5:00 p.m. on February 29, 2012.**

<b>Location: Central Office (Bismarck)</b>	<b>Occupational Field:</b>	<b>Position Duties:</b>	<b>Number of positions:</b>
Design Division (Preliminary Survey)	Engineering Technology	Assist the preliminary field survey crew with data collection. Some of the duties include; GPS operation, recover recorded monuments and appropriate documentation needed for boundary surveys, set aerial panels, utility surveys, topographic surveys, and alignment surveys.	2
Communications Division	<a href="#">Communications</a>	Write press releases, speeches, create presentations, etc.	1
Information Technology Division	<a href="#">Information Technology</a>	Will assist in maintenance of DOT websites, development of new and enhancements to existing ASP.Net web applications. Demonstrated knowledge of HTML, XHTML, CSS, SQL Server, ASP.Net and VB.Net. Knowledge of Javascript, jQuery, XML, Visual Studio, and Adobe Dreamweaver. Validate pages to ensure XHTML and ADA compliancy.	1
Programming Division (Traffic Operations)	Civil/Construction Engineering	Assist with initial/final traffic signal inspections, annual traffic signal maintenance program, prepare crash summary reports, assist with traffic operations engineering studies, assist with technical report writing, data collection and analysis.	1

Planning Division	Engineering Technology or Civil/Construction Engineering	Collect traffic and related data using various high tech traffic counting equipment and laptop computers. Includes lifting and placing rubber hoses across highways and city streets, under traffic. Must be able to lift and carry 50 lbs. Will include outdoor work in summer weather conditions (i.e. heat, rain, wind, etc.) Will include significant travel throughout central and western ND. Resolves equipment malfunctions, deficiencies, and other problems to ensure accurate and effective operation. The incumbent develops approaches to specific equipment problems by discussing the issue with senior staff, researching or identifying technical documentation, performing hands-on technical repairs or adjustments, and testing the results of diagnostics and solutions to ensure that appropriate repairs have been implemented. May perform manual intersection turning movement counts to visually record vehicles by direction of travel, vehicle type, and other information as required.	1
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Location: Fargo District	Occupational Field:	Position Duties:	Number of positions:
Fargo District 503 38 <sup>th</sup> St. S Fargo, ND 58103  District wide projects	<a href="#">Engineering Technology or Civil/Construction Engineering</a>	Interns would assist in compaction testing for pipe installation, survey crew assistance, and general project assistance.	8

Location: Grand Forks District	Occupational Field:	Position Duties:	Number of positions:
Grand Forks District 1951 N Washington Grand Forks, ND 58208  District wide projects	<a href="#">Engineering Technology or Civil/Construction Engineering</a>	Construction project related duties including but not limited to material testing, survey, minor inspection, field labs, etc.	4

Location: Minot District	Occupational Field:	Position Duties:	Number of positions:
Minot District 1305 Hwy 2 Bypass E Minot, ND 58701  District wide projects	<a href="#">Engineering Technology</a>	Project inspection on either paving or grading projects, help on survey, material testing and plant inspection.	2
	<a href="#">Civil/Construction Engineering</a>	Survey duties or inspection on paving projects.	2

<b>Location: Valley City District</b>	<b>Occupational Field:</b>	<b>Position Duties:</b>	<b>Number of positions:</b>
Valley City District 1524 8 <sup>th</sup> Ave SW Valley City, ND 58072  District wide projects	<a href="#">Engineering Technology</a>	Preliminary & Construction Surveying, Materials Testing (soils, aggregate, & concrete), some construction inspection	1
	<a href="#">Civil/Construction Engineering</a>	Construction inspection, preliminary & construction surveying, some materials testing (soils, aggregate & concrete).	1

<b>Location: Williston District</b>	<b>Occupational Field:</b>	<b>Position Duties:</b>	<b>Number of positions:</b>
Williston District 605 Dakota Parkway West P.O. Box 698 Williston, ND 58802  District wide projects	<a href="#">Engineering Technology or Civil/Construction Engineering</a>	General inspection, testing and survey work (multiple projects).	2