

Internship ID# SM16PMD

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer 2016

Internship Type: Non-Paid

Intern Level: Undergraduate

Suggested Background and/or Knowledge

Currently enrolled in a Civil Engineering program.

NJDOT Division/Unit/Program Area Offering the Internship

Division of Capital Program Management/Project Management Team D

Description of the NJDOT Division/Unit/Program Area Offering the Internship

Project Management Team D is responsible for the management of transportation projects throughout various phases, which include Concept Development, Design and Construction.

Internship Location

NJDOT Headquarters
1035 Parkway Avenue
Trenton, NJ 08625

Internship Project Description

Under the guidance of Project Managers the Intern will gain experience in the various aspects of Project Management for transportation projects. Due to the wide variety of tasks that Project Management is responsible for, training opportunities may vary depending on the current phase of work for projects for which interns are exposed.

Estimated Project Duration and Suggested Weekly Work Schedule

Minimum of two days per week

Internship Learning Objectives/Marketable Skills

Intern will gain experience in various disciplines of Project Management, as well as exposure to transportation projects in various stages of development.

Intern will be trained in the following areas

- Attendance at construction meetings with the NJDOT construction staff and contractor to resolve construction related issues.
- Field investigations during all phases of project development
- A review of procedures to develop and monitor project budgets
- A review of consultant invoice procedures
- A review of the procedures to determine the initial scope of a project
- A review of various technical studies such as the Concept Development Report, Project Scope Statement, geotechnical reports, traffic engineering studies, technical environmental studies, etc.
- A review of plan sheet and specification submissions associated with the preliminary design and final design submissions.
- Exposure to the Final Plan, Specifications and Estimate procedures associated with the advertisement and award of projects for construction.
- Exposure to various Public Outreach strategies and an understanding of the importance of Public Involvement in project development.