

**MISSOURI DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY ANNOUNCEMENT**

Awarded

**Date Posted:** 02/21/2017

**Application Deadline:** Open Until Filled

**Job Post ID:** 9402

**Job Title:** Planning Intern (Civil Engineering/Construction Management/Community/Regional Planning)

**Min Monthly Salary:** \$10.04-15.42 per hour

**Number Positions:** 1

**Location:** SW District Office-Springfield

**District/Division:** Southwest / Transportation Planning Division

**Human Resources Contact Number:** 417-829-8031

**Notice:** This is a temporary, non-benefit eligible, seasonal position lasting from May to August 2017, and may not exceed 1,039 hours in duration.

**Remote work location and/or teleworking is not available for this position.**

**General Summary:**

The Missouri Department of Transportation (MoDOT) provides guidance for special funding programs and other programs that impact work performed by localities, and serves as a liaison to local governments who seek federal reimbursement for their projects. This job is to assist with the Local Public Agency (LPA) construction phase project management duties.

**Minimum/Required Qualifications:**

Must be enrolled in civil engineering or construction management program at an accredited college or university with completion of freshman year (normally 30 credit hours) toward a Bachelor's degree in Civil Engineering or Construction Management.

Must maintain at least an overall GPA of 2.0 out of 4.0 to be accepted into and/or remain in the internship program.

**Supervisory Responsibilities:**

None

**Special Working Conditions/Job Characteristics:**

**Examples of Work:**

- Assists with project pre-construction meeting preparation.
- Reviews various documents such as change orders, invoices, progress reports for accuracy.
- Enters and records information regarding LPA construction projects into computer database.
- Conduct on site reviews of project procedures and progress.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V