



2009 Student Employment Opportunities

Apply by 4:30 PM on February 23, 2009

The pay scale for engineering positions:

The State of Wisconsin, Department of Transportation will have a minimal number of internship opportunities available starting in the summer of 2009. The production-oriented positions offer high-level assignments for a range of academic majors. The internship positions are made available under both the Student Engineer Trainee (SET) Program and the UW-System Internship Program (UWIP).

The potential job duties for a Student Engineer are attached. These demonstrate the opportunity for students to apply basic engineering principles.

Due to the increased pressure on the State budget and current economic situation, the DOT (like other state agencies) is required to follow a new approval process in filling our positions. While we remain optimistic in receiving approval to fill internship positions in the spring of 2009, there are no guarantees on the exact number of internships that we will receive approval to fill.

*Applications will only be considered for SET employment when received during the period of November 20, 2008 through February 23, 2009.

Consideration may be provided for both the SET and UW-System Internship employment programs dependent upon how the student meets the Program Eligibility criteria noted below. In addition, eligibility to both programs requires the student to have a good academic standing.

SET Program Eligibility

- The Summer SET Employment Program is open to undergraduate students only.
- Students who were enrolled in a second year technical college civil engineering program at the beginning of the Fall 2008 semester or will graduate from a two-year technical school Civil Engineering Technology program in May-August of 2009 and will have junior status upon entering B.S.C.E. in September 2009 are also eligible.
- Students must be Wisconsin residents at the time of hire. Wisconsin residency information is described on the attached certification form.
- Students who have already graduated or will be graduating from a college/university program in May 2009 or August 2009 are ineligible for this program.

UWIP Eligibility

- The Internship Program is offered to undergraduate (only Junior & Senior Status), graduate, AND post-graduate students.
- The program is only available to students actively enrolled in any state university within the University of Wisconsin system AND can provide opportunities for a range of academic majors that support the transportation program.

*The UW-System Internship Program utilizes an Interagency Agreement, where the University hires the student, and then assigns the student to work in one of the Wisconsin Department of Transportation Offices or on one of their projects.

DOCTORAL DEGREE

Hourly Pay - \$18.84
UWIP

MASTERS DEGREE

Hourly Pay - \$17.90
UWIP

SENIORS

(JUNIOR YEAR MUST BE COMPLETED &
MUST BE IN CIVIL ENGINEER PROGRAM)

Hourly Pay - \$ 17.00
SET C & UWIP Tier 1

JUNIORS

Hourly Pay - \$15.25
(SOPHOMORE YEAR MUST BE COMPLETED &
MUST BE IN CIVIL ENGINEER PROGRAM)

SET B & UWIP Tier 1

SOPHOMORES

Hourly Pay - \$ 13.50
(FRESHMAN YEAR MUST BE COMPLETED)

SET A

The pay scale for non-engineering positions will vary.

How to be considered for an Internship: Submit a current resume, school transcript through FALL 2008 (does not have to be official) and the attached Student Employment Certification form. Please send completed materials to:

WI DEPARTMENT OF TRANSPORTATION
 Attn: Lynn Acker, BHRS
 Room 410, P.O. Box 7915
 Madison, WI 53707-7915

Application deadline is 4:30 p.m. on February 23, 2009

The Wisconsin Department of Transportation is an equal opportunity employer functioning under an affirmative action plan. Women and minorities are encouraged to apply.

Regional Office and Statewide Bureau Contacts

Contact Name	Phone Number	Email Address
North Central Regional Offices: Rhinelander & Wisconsin Rapids		
Terri Detert	715.365.5722	terri.detert@dot.wisconsin.gov
Covers the counties of: Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Price, Portage, Shawano, Vilas, Waupaca, Waushara and Wood.		
Northeast Regional Office: Green Bay		
Brenda Veeseer	920.492.5635	brenda.veeseer@dot.wisconsin.gov
Covers the counties of: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago.		
Northwest Regional Offices: Eau Claire & Superior		
Denise Foster	715.855.7665	denise.foster@dot.wisconsin.gov
Covers the counties of: Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Rusk, Sawyer, St. Croix, Taylor, Trempealeau and Washburn.		
Southeast Regional Office: Waukesha		
Gail Miller	262.548.5907	gail.miller@dot.wisconsin.gov
Ryan Burns	262.523.3054	ryan.burns@dot.wisconsin.gov
Covers the counties of: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha.		
Southwest Regional Offices: La Crosse & Madison		
Kim Smith	608.785.9024	kim.smith@dot.wisconsin.gov
Grace Bernu	608.785.9030	grace.bernu@dot.wisconsin.gov
Covers the counties of: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, La Crosse, Monroe, Richland, Rock, Sauk and Vernon.		
Centralized Statewide Bureaus: Madison		
Lynn Acker	608.267.3639	lynn.acker@dot.wisconsin.gov
Bureaus of: Equity & Environmental Services, Highway Operations, Project Development, Structures and Technical Services.		

DEPARTMENT OF TRANSPORTATION STUDENT ENGINEER JOB DUTIES

The responsibilities listed below are an example of duties that may be performed in a regional or central office location. Interns may be assigned some or all of the duties listed below. It is also possible that, based on operational needs, other duties, in addition to the duties listed below could be added to any position description.

The SET classification title encompasses limited term employment (LTE) positions which devote the majority of their time and are responsible for technical and engineering support duties related to the functions of the multi-modal transportation systems, in such areas as project development, technical services, systems planning and operations and related programs. The UWIP positions share the same responsibilities for performing technical and engineering support duties.

PROJECT DEVELOPMENT:

- Work as a member of DOT staff for the field administration of construction projects.
- Perform routine tests on materials in field laboratory.
- Observe material production and maintain production records.
- Responsible for keeping clear and accurate inspection diary records.
- Perform simple, repetitive computations.
- Perform or check more complex computations.
- Assist in the inspection of asphalt and concrete paving.
- Inspect various construction operations, such as grading and storm sewer inspections.
- Monitor and inventory traffic control devices.
- Inspect curb and gutter, storm sewer, and culvert installation.
- Monitor and inspect scales, ready-mix plants and aggregate production plants.
- Operate level and transit; hold rod, range pole or prism and hold rear end of chain or reading tape when cross-sectioning. Assist in measuring various items for payment to contractors.
- Work as a member of a staking crew.
- Calculate alignments and trigonometric problems, use of computers for roadway designs, hydraulic analysis, engineering estimates, and developing contract documents.
- Compute and check quantities.
- Assist in assembling Plans, Specifications & Estimates (PS&E).
- Compute and check drainage studies.
- Compute and check plan sheets.
- Assist in the development of roadway alignments and profiles.
- Prepare and check roadway cross sections.
- Prepare construction detail drawings.
- Inspect bridge and box culvert construction.

TECHNICAL SERVICES:

Assist Survey Crew Chief in design data collection utilizing state-of-the-art survey equipment for transportation facilities.

- Leveling surveys
- Topographic surveys

- Utility surveys
- Structure surveys
- Aerial Mapping checks
- Digital Terrain Models
- Borrow Pits, quantity calculations
- R/W Plat interpretation

Assist Lab Manager in performing materials testing on soil, aggregate, asphalt and concrete materials used on transportation construction projects.

- Gradation testing/Sieve Analysis
- Concrete compressive testing
- Asphalt void testing/Gyratory Compaction Testing
- Concrete Mix design
- Asphalt AC content/Extraction testing
- Plant Inspections
- Proctor tests
- Pavement Evaluation

SYSTEMS PLANNING & OPERATIONS:

- Assist in performing bridge inspections, including conducting bridge deck delaminating studies and underwater streambed graphing.
- Assist in developing bridge repair plans.
- Assist in developing traffic related plans.
- Conduct traffic studies, including radar speed checks and accident analysis.
- Perform fieldwork relating to structures by assisting in survey work for plan preparation and providing inspection on bridge rehabilitation projects.
- Assist in performing utility inspections, including inspecting utility permit compliance to State Utility Standards.
- Assist in construction inspection of cost reimbursement contract projects. This work will consist of construction survey, collection of materials for testing and reporting on progress.
- Assist in organization of data including conversion of paper data to digital data.
- Work includes building directory structures and operation of large format scanner.
- Assist in surveillance of state trunk highway system, reporting any safety hazards to area maintenance engineer.

STUDENT EMPLOYMENT CERTIFICATION FORM

WIS DEPARTMENT OF TRANSPORTATION

Directions: Complete form and return to address shown below along with a current resume and a transcript through Fall 2008.

Name - First, Middle Initial, Last		Available Start Date	
Present Mailing Address		Permanent Mailing Address	
Present City, State, Zip		Permanent City, State, Zip	
Day Phone	Evening Phone	Other Number	E-mail Address
ACADEMIC STATUS - UNDERGRADUATE		TECHNICAL COLLEGE STUDENTS ONLY	
Indicate your status upon re-entering school in Fall 2009. <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior Major: <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Pre-Engineering <input type="checkbox"/> Other Major: _____		<input type="checkbox"/> I expect to complete my Freshman year of a two (2) year program in Civil Engineering Technology as of (month, year) ___/___ AND will have Sophomore status in Fall 2009 at: (Name of Technical College) <input type="checkbox"/> I expect to complete my Associates degree in Civil Engineering Technology as of (month, year) ___/___ AND will have Junior status upon entering B.S.C.E. program in Fall 2009 at: _____	
ACADEMIC STATUS – GRADUATE & POST GRADUATE		(Name of College or University)	
<input type="checkbox"/> Graduate (masters) <input type="checkbox"/> Post Graduate (doctoral) <input type="checkbox"/> Teacher Advisory Name of College or University: _____			
EMPLOYMENT LOCATIONS			
Listed below are the locations in which employment may be available. You must indicate your choices in order of <u>preference</u> , using "1" as your first choice, "2" as your second choice, etc. Your certification form will only be sent to the location depicted as your first (1) choice. If you are not selected at that location, and if your second choice location has vacancies, your certification form will be forwarded.			
<input type="checkbox"/> North Central Region, Rhinelander	<input type="checkbox"/> Northwest Region, Eau Claire	<input type="checkbox"/> Centralized Statewide Bureaus, Madison	
<input type="checkbox"/> North Central Region, Wisconsin Rapids	<input type="checkbox"/> Northwest Region, Superior		
<input type="checkbox"/> Northeast Region, Green Bay	<input type="checkbox"/> Southwest Region, La Crosse		
<input type="checkbox"/> Southeast Region, Waukesha	<input type="checkbox"/> Southwest Region, Madison		
GENERAL INFORMATION			
<p>Wisconsin Residency: <i>In order to be employed as a Student Engineer Trainee (Limited Term Employee), one must be a Wisconsin resident upon time of hire. Wisconsin Statutes define resident as a person who: has established a residence (defined as a place where the person's habitation is fixed without any present intent to move and to which, when absent, the person intends to return) in the state not less than 10 days earlier; has resided in the state for not less than a total of one year out of the immediately preceding 5 years; is eligible to register to vote in the state; or is the spouse of a person meeting one of the above requirements.</i></p> <p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/> Are you a Wisconsin resident?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have a valid Wisconsin Drivers License?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you ever participated in the Wisconsin Retirement System? If yes, were funds withdrawn? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have any relatives currently employed by the Wisconsin Dept. of Transportation? Attach extra pages if necessary</p> <p>If Yes, provide Name: _____ Relationship: _____ Employing Division: _____</p>			

I certify that the information on this application is accurate and complete to the best of my knowledge, and that any false or missing job-related information may disqualify me for the position for which I am applying.

X _____
Applicant Signature and Date

UNSIGNED FORMS WILL NOT BE ELIGIBLE FOR CONSIDERATION.

How to be considered: Send your current resume, school transcript through Fall 2008 and this signed form (via mail or e-mail) by 4:30 p.m. on Monday, February 23, 2009 to: Lynn Acker, BHRS, Room 410, P.O. Box 7915, Madison, WI 53707-7915 or electronically to Lynn.Acker@dot.wisconsin.gov

Questions may be directed to the appropriate Regional Office in the location you desire employment or Tammy Haack at 608.267.8932.