



STATE OF OHIO

Transportation - District 12
5500 Transportation Blvd.
Garfield Heights, OH 44125
(216) 581-2100
<http://www.dot.state.oh.us/>

Invites applications for the position of:

COLLEGE INTERN - TRAFFIC

An Equal Opportunity Employer

PN: 20057077-18A

Pay Range: 00

Job Type: Part-Time, Temporary, Exempt

Hours of work: 7:00

Location: Cuyahoga County

AM - 3:30 PM ***Hours
may vary based on
operational needs.

Promotional Bid:

classified position (may include promotion, transfer or demotion)

Job Location: 5500 Transportation Blvd., Garfield Hts., OH 44125

Division: Roadway Services

Opening Date: Fri. 02/02/18

Closing Date/Time: Continuous

Salary:

\$25,417.60 - \$37,252.80 Annually \$977.60 - \$1,432.80 Biweekly \$12.22 - \$17.91 Hourly

Job Duties: This is a temporary position involving various duties that will either supplement the student's major field of study &/or provide experience that is a useful addition to the student's education & meaningful preparation for future professional employment.

Under close supervision, assist in creating spreadsheets and paper filing system for all overhead sign supports in the district, set up files to include the following: elevation drawings, sign cut-sheet drawings, photo-log picture, sign inspection form, etc. Create and organize a computer directory for signal information to include timings, drawings, syncro files, etc. Enter data on spreadsheets for net pavement marking contract, help organize signal shop for inventory. Help with lighting maintenance or pavement marking contracts to include project inspection (following contractor to record work performed), setting up new project folders.

Answer phone, type letters, create spreadsheets, help with village sign program. Performs field work (e.g., field logging, checking out a location, taking pictures, etc.) Performs other duties as assigned by supervisor.

Minimum Qualifications: You must complete your first year of schooling to qualify.

Must currently be enrolled in a college or university and in good academic standing
**Civil Engineering preferred.

Major Worker Characteristics: **Major Worker Characteristics:** If operating a state owned vehicle, must show proof of valid driver's license.

Supplemental Information:

These positions are overtime eligible based on FLSA Standards.

Applicants MUST submit an Ohio Civil Service Application by applying on-line at the website: <http://www.careers.ohio.gov/> by the closing date/time stated on the vacancy posting.

When you go to <http://www.careers.ohio.gov/>, you will find information on "How to Apply". When the OHMS page opens, click on Search for State Government Jobs then on the next screen go to Agency and scroll down and click on Transportation District 12. The job vacancy or vacancies should appear. If you have any questions or concerns regarding this posting, please contact **Charity Armstrong, Human Resources, (216) 584-2027.**

Sophomore (2nd year)	\$12.22
Junior (3rd year)	\$13.72
Senior	\$14.72
1st Year Graduate	\$9.12
2nd Year Graduate	\$15.66
3rd Year Graduate	\$16.41
	\$17.91

The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

***IMPORTANT NOTE: If attaching a document that contains your SSN, please redact SSN before attaching it to your application.**

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or provision of services.

When contacted for an interview, an applicant who requires special accommodations, due to a disability, should notify the office so that proper arrangements can be made.