



## **Montana Department of Transportation Internship Program**

### **Administration Division:**

A Financial / Accounting Intern at the MDT will gain exposure and hands on experience with core functions associated with Governmental Accounting and Finance. Our interns are integrated directly into daily activities and processes such as Fiscal Year End reporting and reconciliations, cash asset reporting and management, biennial budgeting development and monitoring, funding models as well receive training of our financial sub-systems.

### **Aeronautics Division:**

Aeronautics interns are provided with exposure and practical experience with, FAA reporting requirements, training programs, airport publications, lease agreements, tenant relationships, budgets, consultant relationship and functions, CIP's, small community air service development program, marketing, future planning practices, revenue generation, and other airport intrinsic items that may be encountered.

### **Civil Rights Division:**

Intern with an interest in Financials, Accounting and Auditing will have an opportunity to gain experience in all aspects of Civil Rights including Title IV, Americans with Disabilities Act, Equal Employment Opportunity, Disadvantaged Businesses and overall construction project payroll monitoring. This is a great opportunity to see how Civil Rights rules and regulations play an important role in highway construction.

### **Engineering Division and Districts:**

Field Construction Interns will work on active jobs and assist in real-time problem solving. Pre-construction Interns will contribute to the design of current highway jobs. Come gain exposure to the unique aspects of highway design and roadway construction at MDT.

**Information Services Division:**

Information Services Interns will have an opportunity to be part of a team that provides a full range of services including network management, server systems administration, desktop and mobile computer systems administration, applications development and maintenance, integrated systems development, Internet and Intranet web page development, and so much more!

**Internal Audit Unit:**

Interns with our Internal Audit unit become familiar with the professional standards and ethics of auditing standards are exposed to MDT's annual audit plan and special projects in the areas of Construction, Internal Operations, Motor Fuel Tax, and Consultant Contracts.

**Human Resources Division:**

As an intern for Human Resources, you will become familiar with Recruitment & Selection, Training Development, and Workforce Development. Interns are provided the opportunity to work on multiple projects in support of our organizations strategic goals. Our interns are exposed to a variety of aspects of MDT's business and are provided the opportunity to lead and develop projects that are on the forefront of our business today.

Safety Intern will primarily be responsible to transition MDT from the current Hazard Communication Standard (HCS) to the new Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. Once implemented, the revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals. This position may also assist MDT Safety Consultants with specialized training, jobsite safety inspections, and accident investigations as needed.

**Rail, Transit and Planning Division:**

Planning Interns will work with Transportation Planners in many different aspects including working with federal, state, tribal, and local governments on transportation legislation and policy and determining which transportation projects to fund and build. In addition, the Planning Division helps communities plan for the future, develops and maintains maps, collects and analyzes traffic and highway infrastructure data and much, much more!

Environmental Services Interns will gain experience in environmental engineering, hazardous waste and materials, or biological resources, including wetlands. Working with our Environmental Services Bureau provides an opportunity to experience the balance of engineering and environmental aspects of managing the transportation systems.

**Motor Carrier Services**

Motor Carrier Services Interns will be assigned duties and projects in all three bureaus that will provide them with an introductory overview of all operations within the scope of the Motor Carrier Services Division. The purpose of this internship is to provide a hands-on experience that will enable a student-intern to become familiar with federal and state regulations that are designed to ensure the safety of the traveling public on Montana's highway system. The MCS Division is responsible for regulating the motor carrier industry and enforcing state and federal commercial and agricultural motor carrier laws, rules and regulations. The intern will work with Enforcement Officers, Licensing and Permitting specialists, and Motor Vehicle Safety Specialists in the course and scope of their jobs, and will be assigned supportive and complementary assignments directly related to each bureau's mission activities.

**Legal Services**

Paralegal intern will be assigned duties to include preparation of pleadings, briefs, and evidence. Intern will team with attorneys on special projects. Intern will gain experience with witness statements, discovery's, subpoenas, legal documents, evidence management, and legal research. Intern will have the opportunity to attend out of town hearings. Intern may do errands such as court filings and post office/FedEx deliveries

**Equipment Division**

Mechanic/Machinist Interns will have the opportunity to be exposed to a variety of work associated with repair and maintenance of gasoline and diesel machinery and equipment. They will perform fabrication of specialized parts. Work activities will include:

- cutting, welding and designing new builds.
- cleans, inspects, and determines course of repair, including restoring close tolerances with accuracy
- machining and/or replacing functional parts, devices and control instruments
- reinstalls and assembles
- starts, drives or operates equipment and devices to test performance

Have question? Contact Angela Murolo, MDT Recruitment Specialist 406-444-6345  
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