

NHDOT OVERVIEW

Mission: Transportation excellence enhancing the quality of life in NH.

Purpose: Transportation excellence in New Hampshire is fundamental to the state's sustainable economic development and land use, enhancing the environment, and preserving the unique character and quality of life. The Department provides safe and secure mobility and travel options for all of the state's residents, visitors, and goods movement, through a transportation system and services that are well maintained, efficient, reliable, and provide seamless interstate and intrastate connectivity.

Goals:

- **Customer Satisfaction**
- **Performance**
- **Effective Resource Management**
- **Employee Development**

Application Requirements

Students with a high school diploma or equivalency are eligible to apply. Majors with a study in engineering, planning, finance, environmental science and computer sciences are all welcome. Students who have completed their sophomore year and have a cumulative GPA of 2.5 preferred.

Please submit:

- State of NH Application
- Cover Letter
- Resume
- Official College Transcripts
- Internship Contact Information form

Application Deadline:

January 31st @ 4:00 p.m.

Extended to March 26, 2020

Submit to:

Krista Robichaud

Training and Recruitment Specialist

Bureau of Human Resources
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Phone: 603-271-8026

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Krista.Robichaud@dot.nh.gov

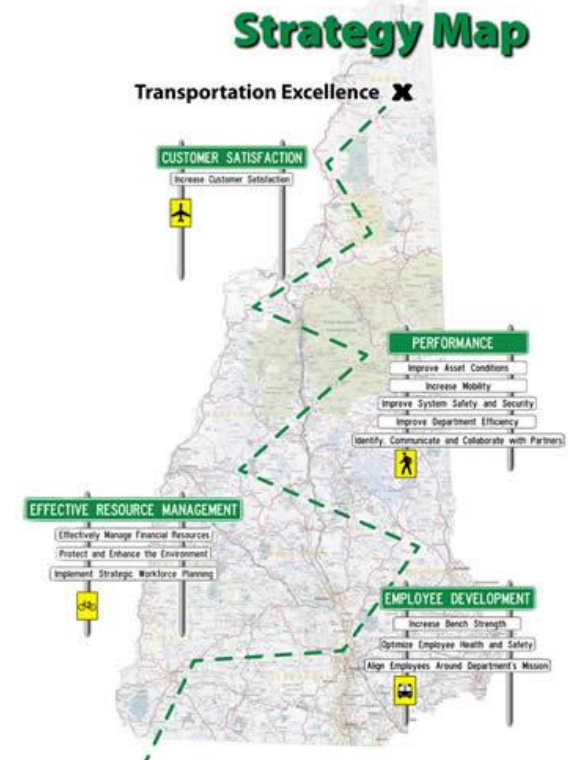
This brochure is intended to present a summary of benefits and summer employment opportunities. It is not intended to present any statement of promise or guarantee.

Participation in an internship is intended as academic learning, career development, skill development or personal development opportunity and does not guarantee a job in the future with NHDOT.

All information and availability is subject to change.



SUMMER INTERNSHIP PROGRAM



Transportation excellence enhancing the quality of life in New Hampshire

NHDOT Internships

The NHDOT is comprised of 19 different bureaus and 5 divisions. A number of popular internships are listed below.

Highway Maintenance

The bureau is responsible for the year-round maintenance of New Hampshire's State Highways comprising of approximately 8,710 lane miles, divided between 6 District Offices.

- Winter Snow & Ice Control
- Capital Improvement Projects
- GIS Data Analysis/Reporting
- Asset & Performance Management
- Driveway and OS/OW Load Permitting
- Disaster Response/ Documentation
- Environmental Compliance

Asset Management, Performance Strategy (AMPS)

The office is responsible for coordinating the implementation of asset and performance management. Activities and tools include:

- Asset inventory and mobile collection
- Performance measures, goals and targets
- System integration
- GIS, databases, and scripting
- Spreadsheets, plans, and analytical tools

Highway Design

The bureau is responsible for the development of plans for reconstruction, rehabilitation, and new construction of roadways.

- Conceptual designs
- Drafting
- Quantity computations
- Drainage designs
- Utility review

Transportation Systems Management & Operations (TSMO)

The bureau conducts research and monitoring of NH State Highways and traffic control systems.

- Reviews engineering site plans for ITS devices
- Create specifications
- Data analysis
- Technical reading and reviews
- Field device installation reviews
- Research and Development of new cutting edge technology

Finance & Contracts

The bureau is responsible for all financial transactions, contract prequalification, Governor and Executive Counsel requests and support to NH DOT Appeals Board and Railroad Appeals Board.

- DOT Payroll processing
- Financial & fiscal reporting
- Financial audit preparation and coordination
- Budget preparation, submission, management, and analysis
- Management of Federal funding

Materials and Research

The bureau is responsible for pavement management, geotechnical engineering, research, and material quality assurance standards used in construction projects.

- Geology and explorations
- Pavement Management System

Traffic

The bureau conducts research, design, installation, monitoring and maintenance of traffic control systems and devices.

- Specification review
- Drafting
- Technical Writing
- Field and Plan Reviews

Construction

The bureau is responsible for the administration of all State transportation construction projects.

- Project quality & compliance
- Site inspection & material testing
- Quantity measurement
- Project documentation
- Traffic control monitoring
- Environmental protection

Environment

The bureau evaluates transportation construction projects and maintenance activities relative to impacts on natural, cultural and socioeconomic resources. Coordinates interagency efforts and prepares environmental documentation:

- Environmental permitting
- Archaeological sites
- Wetlands
- Hazardous waste/contamination
- Air & water quality
- Endangered species

Federal Compliance

This office is responsible for Title VI / non-discrimination, for all services and programs including ADA compliance, to assure federal funding.

- EEO
- ADA
- Affirmative action
- Language assistance
- Contractor Compliance
- On-the-Job Training
- Disadvantaged Business Enterprise

Other Internships

Other internship opportunities may be available. Please inquire with Krista.Robichaud@dot.nh.gov