

## NHDOT OVERVIEW

The NH DOT headquarters is in Concord, New Hampshire. A variety of positions are based out of our main office in Concord, but there are also many opportunities available around the state. No matter where you work for the NH DOT, you will have the same access to benefits, training, and resources.

**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 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**

### Why we are #proudtobenhdot

- **Helping our communities**
- **Team-oriented environment**
- **Dynamic people**
- **Full-time Wellness Coordinator**

## 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 27, 2023 @ 4:00 p.m.

### 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.e.robichaud@dot.nh.gov](mailto:krista.e.robichaud@dot.nh.gov)

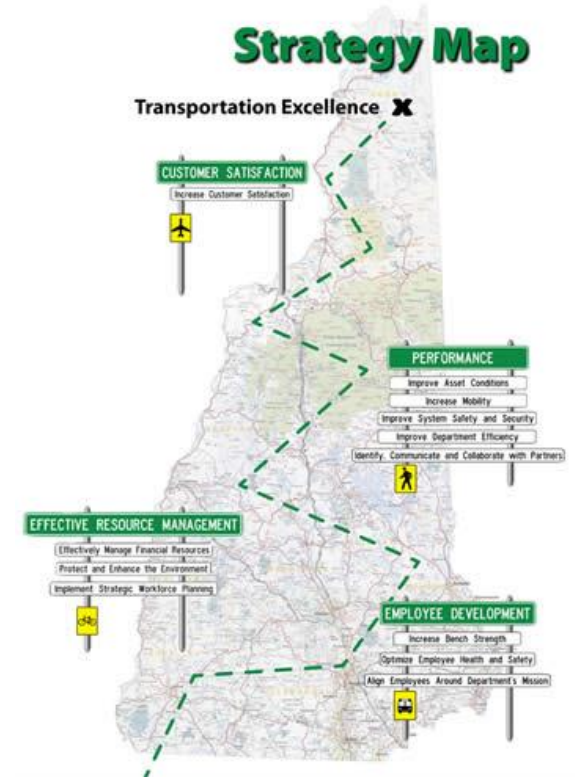
*This brochure is intended to present a summary of benefits and summer employment opportunities. It is not intended to present any statement of promise or guarantee.*

*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 few 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.e.robichaud@dot.nh.gov](mailto:krista.e.robichaud@dot.nh.gov)*