



## Paid Summer Internship

### Description of Duties

Depending upon job placement, engineering interns may be assisting DOT Civil Engineers in any of the following areas:

- Preparing plans, designs, specifications and cost estimates for highway and bridge construction or maintenance projects;
- Providing data for the preparation of engineering or environmental reports and studies;
- Performing calculations such as those related to survey, traffic forecasting, soil capacity, groundwater flow and quantity of materials;
- Analyzing changes in scope of work during design and/or construction of projects;
- Conducting field investigations in order to gather information needed to resolve construction, maintenance, environmental or traffic problems;
- Reviewing applications for licenses or permits for the transportation of materials and for the construction of projects;
- Approving construction and service contract payment estimates and/or invoices for materials, equipment and supplies;
- Inspecting construction operations, such as drainage, steel placement, paving or concrete to ensure work is being performed according to specifications;
- Inspecting maintenance work, such as highway landscaping, repaving operations and snow and ice removal;
- Performing related duties such as writing memoranda, letters or general reports; collecting and correlating engineering data; maintaining records; and operating technical equipment

### Other Information

**Commitment:** 10 weeks depending on job assignment

**Location:** Internships originate in Concord, NH. Specific assignments may vary.

**Work Week:** Monday through Friday

- **Full time:** 37.5 or 40 hours per week depending on job assignment
- **Part time:** 12 hours per week in shifts of at least four hours

**Start/End Times:** vary depending upon job assignment

**Internship Credit:** Interns must provide forms to supervisors for completion.

### Application Requirements

**Students with a high school diploma, GED or equivalent are eligible to apply.** *Civil Engineering majors preferred. Students who have completed their sophomore year and have a cumulative GPA of 2.5 preferred.*

**The following information must be submitted:**

- State of NH employment application
- Cover letter
- Resume
- College transcripts
- Internship Contact Information form

**Submit to:**

New Hampshire Department of Transportation  
Bureau of Human Resources  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483  
Attention: Paula Nash

**Application Deadline:** April 1<sup>st</sup> at 5:00 PM.

***Incomplete applications will not be considered.***

**Contact:** Paula Nash, NHDOT Workforce Development Manager, 603-271-8025, pnash@dot.state.nh.us

**Forms:** [www.nh.gov/dot/org/administration/humanresources/intern.htm](http://www.nh.gov/dot/org/administration/humanresources/intern.htm)