

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Asset Management

ADDRESS1 1 Centre Street

ADDRESS2 20th floor - South Elevator

CONTACT NAME Joseph Wagner

E-MAIL jwagner@dcas.nyc.gov

PHONE (212) 386-0481

FAX (212) 313-3350

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that services 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

The Compliance and Capital Construction Unit within Asset Management handles the contracts for services including, but not limited to interior and exterior in-house design, construction and rehabilitation, waterfront construction, sidewalk repair, fencing installation/repair, demolition, pest control and the process of project payments. This group also manages the structural maintenance of City-owned properties and conducts routine inspections to ensure buildings and sites are properly maintained; the unit will also handle and maintain the design and management of site safety projects (Local Law 11 including their violations) and will maintain and repair all elevators, escalators and ADA lifts throughout City-owned buildings within the five boroughs of New York City. In addition, this unit will assist in legal actions appearing in court to testify and to assist the City Marshall to take legal possession of DCAS properties.

POSITION TITLE (Max characters 100)

Mechanical Engineer Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Assist the team involved in project in-house designs, field inspections, review of design drawings and shop drawings, project time lines, field conditions, prepare reports and attend construction meetings with contractors, consultants and in-house staff.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Graduate Student with knowledge in AutoCAD and Microsoft Office Suite

APPLICATION PROCESS (Max characters 700)

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that they are accepted to or enrolled in an accredited graduate degree program.

SALARY RANGE

\$16.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)