

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DCAS

## DIVISION

Asset Management

## ADDRESS1

1 Centre St., 20th Floor

South

## ADDRESS2

New York, NY 10007

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**FAX**

## 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 serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

DCAS Asset Management is the real estate arm of the City of New York, which oversees City-owned office buildings, court buildings and commercial rental properties. Asset Management actively manages and operates approximately 55 City-owned court and office buildings totaling 15 million square feet.

## POSITION TITLE (Max characters 100)

Executive Graduate Operations & Project Management Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The qualified candidate will work closely with the Senior Operations and Systems Advisor to the Deputy Commissioner of Asset Management. The intern will assist with project scope analysis; assist with project time line; performing site visits when needed; attend high profile meetings when necessary and provide other lines of service support when CMMS project requires synthesis; assist with CMMS project managers with administrative work related to the CMMS project. The Executive Level Graduate Intern will assist with internal and external customer analysis; candidate must have understanding of technical support structures; prior to applying for this E-level internship, the candidate should have conducted due diligence of Computerized Maintenance Management Systems, (CMMS) and ARCHIBUS applications. ARCHIBUS is a system that will be used to create and manage building maintenance requests, preventive maintenance activities and minor building operations projects. ARCHIBUS will be used by on-site buildings staff and field staff throughout the 5 boroughs to manage work orders.

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

DCAS is seeking to hire an Operations, Engineering, or Management graduate intern with some IT experience. Must be proficient with Excel and familiarity with most Microsoft Office programs a plus. Matriculation at an accredited college is required.

**APPLICATION PROCESS (Max characters 700 )**

Please email your resume and cover letter to [imalave@dcas.nyc.gov](mailto:imalave@dcas.nyc.gov); 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 undergraduate degree program.

**SALARY RANGE**

\$560 per week/ \$16 per hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internship is from May to September for the duration of 13 weeks max.