

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Asset Management

ADDRESS1 1 Centre Street

ADDRESS2 20th Floor South

CONTACT NAME Michael Vander Werff

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PHONE (212) 386-0303

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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)

Tenant Services is comprised of five sub-units: Contract Administration works with the Office of Citywide Purchasing to define the scope of contractual services, including researching and writing contract specifications. Contract Administration also evaluates and selects appropriate vendors. Contract Management manages approximately \$60 million worth of contracts ranging from multi- year construction contracts (e.g. general construction, plumbing, electrical, painting) to repair and maintenance contracts for building systems, equipment, infrastructure, security, landscaping, and art; Tenant Relations acts as the official liaison between building operations and tenant agencies; Roofing & Shedding manages roof repairs in addition to the installation and maintenance of shedding and scaffolding in support of Local Law 11; The Environmental Section provides asbestos, lead, and mold investigation services in addition to project monitoring and air sampling analysis; handles abatement.

POSITION TITLE (Max characters 100)

Construction Management Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Monitor contractor's activities for conformance to project plans and contract specifications;
Work with contractor and Tenant Services staff to resolve project issues;
Assure the quality of the materials and workmanship performed by the contractor;

Measure and document work performed by contractor for progress and payment requisitions in accordance to the contract specifications;
Assist the CPM in various contract administration duties; and
Review of constructability for project plans.

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

Applicants must be Junior/Senior level and have an area of study in one of the following: Construction Management, Civil Engineering, Mechanical Engineering, Architecture or a related field of study.

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 undergraduate degree program.

SALARY RANGE

\$12 Undergraduate

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)