

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DIVISION

Admin Services - Bureau of Facilities and Administrative Services - Transportation

ADDRESS1 52-35 58th Street, Suite 608

ADDRESS2 Woodside, NY 11377

CONTACT NAME Isaac H. Suggs, Jr.

E-MAIL isuggsjr@health.nyc.gov

PHONE (718) 476-7270

FAX (718) 476-7275

AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Health and Mental Hygiene (DOHMH) is one of the world's oldest and largest public health agencies. It has a single mission: to protect and promote the health of all New Yorkers.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Facilities, Planning & Administrative Services (BFPAS) Transportation Office is responsible for managing a 290 vehicle fleet, and the pick-up and delivery of vaccines, medical specimens, supplies, equipment, inter-office and salvage required by DOHMH. The unit is also responsible for managing the maintenance and repair of the Agency fleet, and participating in fleet resources planning.

POSITION TITLE (Max characters 100)

Fleet Management Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

As an intern in BFPAS' Transportation Office, and under continuing guidance and supervision, the intern is trained and will assist in the performance of professional work in the field of municipal fleet management by assisting in office operations to secure information on the efficacy of fleet operations, risk management, safety, and internal transportation procedures.

In fleet transportation management assignments, the intern will perform the following tasks: (1) assist in the collection and analysis of data relating to fleet management; (2) assist in the preparation of statistical reports; (3) assists in evaluating performance reports; and, (4) assists in reviewing safety programs.

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

Personal computer skills including MS Word, Excel; also, the ability to communicate effectively orally, and in writing.

APPLICATION PROCESS (Max characters 700)

Submit resume of educational experience, and extracurricular activities; and, be prepared to undergo a personal interview with the DOHMH Director of Transportation.

SALARY RANGE

\$284.50 - \$433.50

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip
