

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-014-Legal Affairs-Security Structure Location Study

ADDRESS1 55 Water Street, 8th Floor

ADDRESS2 New York, NY, 10041

CONTACT NAME Sue Grecke

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

The Office of Cityscape & Franchises is responsible for entering into contracts with, collecting revenue from, and monitoring the performance of private entities that use or maintain structures on the City's property, including security structures. As part of this mission, the unit is creating a Geographic Information System (GIS) collection of data files to help track and maintain all security structures under our purview.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

This project will focus on organizing and verifying the accuracy of existing hard-copy information in the field, identifying additional information in the field for which current records may not be available, and organizing all confirmed information into GIS and Access databases.

Typical duties will include field visits, organization of all information in a professional office setting, and direct interaction with senior urban design and revocable consent staff to plane and review project progress.

The student will learn to: 1)analyze and organize complex engineering record information 2) conduct comprehensive engineering and urban design field studies to identify and record locational information for specific engineered urban design elements 3) work independently and as part of a unit within a City agency

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

Undergraduate or Graduate Student

Major: Civil Engineering, Architecture, or Landscape Architecture

Prior experience with GIS, Access databases and experience in field verification of data is preferred.

Experience reading engineering plans, Access database, GIS, photography and field measurements.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.38-20.58 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.

nyc.gov/dcassip
