

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Bureau of Fire Prevention

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ADDRESS2

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AGENCY DESCRIPTION (Max characters 3000)

As first responders to fires, public safety and medical emergencies, disasters, and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors. The Department advances public safety through its fire prevention, investigation and education programs. The timely delivery of these services enables the FDNY to make significant contributions to the safety of New York City and homeland security efforts.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Fire Prevention identifies and monitors equipment or conditions that pose a hazard to life and/or property within New York City and provides timely, accurate and reliable information to first responders. In addition, the Bureau of Fire Prevention advocates public safety activities and programs within New York City. Their activities include: certifications, testing, inspections, customer service and plan review.

POSITION TITLE (Max characters 100)

SUMMER GRADUATE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under supervision of unit manager, the intern will be involved in the review and approval process of green and blue roofs, solar panels, roof gardens and rooftop telecommunication installations. The intern will research technical information and assist with presentation of new projects to City Agencies, CUNY and ConEdison. Under supervision, the intern will perform field evaluation of submitted proposals and make recommendations to unit manager. At the end of the internship, the presentation should be made to the BFP executive management.

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

Graduate student in the field of Engineering/Architecture
Good reading comprehension, writing and oral communication skills
Familiarity with MS Word, PowerPoint, Excel, and Access
Well organized, efficient and a good team player

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#236722. **Internship position FDNY-009 must also be indicated on the cover letter and resume.**

SALARY RANGE

Summer Graduate Intern - \$427.50-\$720.50 week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Graduate interns must be currently enrolled in or accepted to a graduate degree program in an accredited college, university or law school.

nyc.gov/dcassip
