

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

FDNY

## DIVISION

**Bureau of Fire Prevention - Certificate of Fitness Unit**

**ADDRESS1** 9 MetroTech Center, Brooklyn, NY 11201

**ADDRESS2**

**CONTACT NAME** Christian Gomez

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**PHONE** (718) 999-5149

**FAX**

## 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 COLLEGE INTERN

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will develop a tutorial video for the applicants who need to take the Certificate of Fitness exams. This video will visually demonstrate all the procedures to answer and review questions on the Certificate of Fitness exams. The intern will need to work with the Certificate of Fitness Unit to under these procedures and the customers' needs and concerns. The intern may also assist in developing the Certificate of Fitness booklet and exam questions.

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

Undergraduate Mechanical/Computer Science background  
Basic knowledge of Photoshop and video encoding/editing software  
Basic knowledge of video and audio file formats  
Willingness to work independently and be receptive to direction  
Strong attention to details and time management skills

## APPLICATION PROCESS (Max characters 700)

All applicants must email contact person above, providing cover letter, resume, **and listing internship position FDNY-010 in the email and on cover letter.**

**SALARY RANGE**

Unpaid

Internship may be used to fulfill college credit requirement

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

Undergraduate interns must be currently enrolled in an accredited college or university.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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