

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Bureau of Safety & Inspectional Services

ADDRESS1 9 MetroTech Center, Brooklyn, NY 11201

ADDRESS2

CONTACT NAME Christian Gomez

E-MAIL Christian.Gomez@fdny.nyc.gov

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)

Safety Inspectional Services is responsible for all safety and health investigations required by Department regulations and/or applicable City, State or Federal law. Safety Inspectional Services institutes, implements and monitors safety and accident prevention programs for both the uniformed and civilian workforce. The Research and Development Unit actively explores and evaluates new technologies for possible application in the FDNY.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will be responsible for the data entry of department MVA's into the Fire Department's internal Accident Reporting System as well as the DCAS CRASH system. The intern will be responsible for scanning all MVA reports received into a shared drive. The intern will act as liaison to FDNY field units and Bureaus in regards to pending MVA packages. The intern will also assist with day to day office duties such as filing, answering phones, faxes, email correspondence and sorting of incoming/outgoing correspondence.

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

Undergraduate student
Proficiency in Excel, Word, PowerPoint, Outlook, and Access

APPLICATION PROCESS (Max characters 700)

All applicants must email contact person above, providing cover letter, resume, **and listing internship position FDNY-011 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
