



# DEP INTERNSHIP PROGRAM

## Job Posting

<b>Posting #:</b> BWSO-006-Site Connection Plan Review Intern	<b>#of Positions:</b> 2
<b>Posting Period:</b> <u>February 2019- May 2019</u>	<b>Category:</b> Engineering
<b>Bureau:</b> BWSO	<b>Salary:</b> Unpaid
<b>Office Title:</b> Site Connection Plan Review Intern	<b>Status:</b> Undergraduate

### JOB DESCRIPTION

The NYC Department of Environmental Protection (DEP) enriches the environment and protects public health for all New Yorkers by providing 1.1 billion gallons of high quality drinking water, managing wastewater and stormwater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. DEP's water supply system is comprised of 19 reservoirs and 3 controlled lakes throughout the system's 2,000 square mile watershed that extends 125 miles north and west of the City.

The Bureau of Water and Sewer Operations (BWSO) is responsible for the operation, maintenance and protection of the City's drinking water and wastewater collection (sewer) systems; the protection of adjacent waterways; and the development and protection of the Department's Capital Water and Sewer Design Program. BWSO is also responsible for approving and inspecting water and sewer connections performed by licensed plumbers and/or authorized contractors. BWSO also operates the Staten Island Bluebelt. The Staten Island Blue Belt is an ecologically sound, cost effective natural alternative to storm sewers, which occupies approximately 15 square miles of land in the South Richmond area of Staten Island. This project preserves streams, ponds and other wetland ("bluebelt") areas, allowing them to perform their natural function of conveying, storing and filtering storm water.

BWSO seeks to hire two summer Intern for the Site Connection section within the Division of Connections and Permitting. Under direct supervision, with little latitude for independent judgment, the selected candidates will perform engineering work of moderate difficulty and responsibility, but will not be limited to the following:

- Assist with the review of received submissions, project proposal, drawings and field visits.
- Perform data entry into department database, and review of specifications and standards
- Process received submissions and check for accurate document submission
- Perform record keeping and record retrieval with data collection, and design review.

### PREFERRED SKILLS

- Strong writing skills, effective interpersonal skills, familiarity and/or experience with computers/software, and ability to work well with minimal supervision.
- Excellent communication skills, ability to maintain professional demeanor when interacting with Professional Engineer, licensed plumbers and other City Agencies.

### ADDITIONAL INFORMATION

Please attach requested documents (writing samples, transcript, etc.) to your resume file in one .pdf document. In your cover letter, indicate the business title of the position you are applying to.

<u>Resume</u> <input checked="" type="checkbox"/>	<u>Writing Sample</u> <input type="checkbox"/>	<u>Transcript</u> <input checked="" type="checkbox"/>
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### QUALIFICATIONS

- Student must have at least a 2.5GPA (on a 4.0 scale) majoring in civil, mechanical or environmental engineering.
- Student must have at least a junior class standing
- Selection Criteria: - Strong writing skills; effective interpersonal skills; familiarity and/or experience with computers/software; leadership skills; self-motivation; and ability to work well with minimal supervision.

**To Apply, Please Send Resume and Cover Letter To [interns@dep.nyc.gov](mailto:interns@dep.nyc.gov)**

**\*Make sure to indicate the bureau and posting number on resume and also in subject line of email response\***

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

The City of New York DEP is an EEO employer.