



DEP INTERNSHIP PROGRAM

Job Posting

Posting #: BWSO-010-5 Local Offices Intern	#of Positions: 10
Posting Period: <u>February 2019- May 2019</u>	Category: Engineering
Bureau: BWSO	Salary: Unpaid
Office Title: GI Asset Management Intern	Status: 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.

The division of Connections and Permitting within the Bureau of Water & Sewer Operations (BWSO) seeks to hire ten summer Interns for the Local Borough Offices. 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:

- Process tap cards/ permits; and verify information on tap cards/permits to be accurate.
- Maintain and review tap cards and sewer sign-off cards in order to eliminate duplications of information.
- Perform data entry of lead water services and other information as needed in office database. Complete research and record keeping at office where the records are kept.
- Perform work associated with filing of records and data collection. Engages in studies, investigations related to the engineering functions or activities of the department.

Positions located in various offices throughout the five boroughs.

PREFERRED SKILLS

- 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

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

The City of New York DEP is an EEO employer.