

Equipment Operation Manual Writer

Division/Unit: Technology/Support Services	Supervisor: Joe Gough and Craig Bonney
Number of Interns Needed: 1	Preferred Education Level: High School Diploma/College student
Background on Project: NYC OEM has a number of technical procedures related to the operation of equipment or machinery. Very few of these procedures have ever been written down. The intern will be asked to observe staff operating the pieces of equipment, take pictures and notes about the operation and then create manuals simple and clear enough for someone to use the equipment. These manuals will be created for the MCC, ICC, light towers and the connection of the backup generator at the OEM Warehouse (930 Flushing Ave). After these primary projects are completed, additional equipment could be added to this list.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Observe operation of equipment by their regular operators• Take notes and pictures• Create manuals using these notes and pictures• Meet with the operators to review the manuals and make modifications	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Basic mechanical skills or understanding• Strong writing skills and/or technical report writing• Ability to interview and interact with people <p>The intern will work primarily out of the OEM Warehouse at 930 Flushing Avenue where most of the equipment is stored. The site is .38 miles from the J/M trains and .40 miles from the L train. The B57 bus also runs directly in front of the site. If the intern has a personal car they wish to utilize, secure parking can be provided.</p> <p>This is an <u>unpaid</u> internship.</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	