

Manual Writer Intern

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 equipment, take photos/notes about the operation and then create manuals so that others can operate the equipment. These manuals will be created for the agency's command vehicles (MCC and ICC), light towers and the connection of the backup generator at the OEM Warehouse. After the primary equipment project is completed, additional equipment may be added.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Observe operation of equipment by their regular operators• Take notes and photos• Create manuals using these notes and photos• 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• 15-20 hours a week for spring 2011 semester <p>This is an <u>unpaid</u> internship.</p> <p>The intern will work primarily out of the OEM Warehouse located 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>	
Interested Applicants: Resume and cover letter <i>required</i> . E-mail: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management, 165 Cadman Plaza East, Brooklyn, NY 11201	