



2024 NYC Summer Internship Program Application Form

Agency: DCAS – Department of Citywide Administrative Services

Division: NYC Fleet

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Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

Fleet at DCAS manages all NYC vehicles, equipment, fuel, leasing, and related services. The City's fleet includes NYPD, FDNY, and DSNY and fifty agencies and offices in total, \$1 billion+ in expenditure, and 1,800 full time staff. NYC Fleet leads Mayoral initiatives in safety as part of Vision Zero and sustainability as part of NYC Clean Fleet. DCAS manages the nation's largest live tracking program for vehicles at the DCAS Office of Real Time Tracking (FORT).

The Fleet Fuel Team ensures WEX and EJ Ward fuel cards and pins for over 80 New York City agencies and sub agencies are fully functioning. Fleet processes necessary suspensions and terminations of cards for vehicles that have been sold or salvaged, terminate pins for employees/drivers who are no longer employed with a particular agency, no longer an authorized driver, or those who are no longer employed by any New York City agency. These functions occur daily and is an ongoing process for New York City. It utilizes its employees and vehicles that need fuel to go out into the five boroughs and New York State in order to perform their job function, which in turn helps to keep New York City and State fully operational (i.e., roads, building inspections, sewers, refuse pick up, children safe, etc.).

Position Title Fleet Fuel Intern

Internship Responsibilities

The Fleet aide will assist in systems upkeep, analysis, and reporting for areas within fleet unit with a focus on fuel and parts. NYC operates over 200 general use fuel sites and an auto-parts operation with expenditures of over \$70 million per year.

- Assist with the review along with outside agencies on all monthly invoices for fuel card usage.
- Assist with preparing yearly budget estimates for each participating agency and coordinate budget modifications.
- Assist with the implementation of compliance efforts for fuel management for both in-house and contractual fuel sites, monitoring for potential misuse of fuel cards and working with agencies to investigate variances and exceptions on the system.
- Work with agency customers to address all aspects of fuel services including requests for fuel cards, fuel site service issues, approvals for out of state fueling, systems access, and related issues.
- Produce fleet related reports from system and off-line using Microsoft Excel (i.e., pivot tables, advanced excel reports, etc.).

Qualifications/Special Skills/Area of Study

Must know basics of: Microsoft Outlook, Excel, and Word. Must have good verbal and written communication skills, along with a positive and friendly attitude while working with New York City client agencies and employees.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Antoinette R. Hamilton at: AnHamilton@dcas.nyc.gov.

Please write "**Summer Internship – FLEET**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

Salary Range \$18 per hour – Undergraduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

Extensive training will be given for WEX, EJ Ward and FleetFocus M5 software. Flexibility will be given for days off to take exams. You may participate in our annual NYC Vision Zero Safety Form held in Flushing Meadow Park in Queens, New York. Guidance will be given on NYCAPS ESS for taking Civil Service tests for gaining permanent employment with New York City.

nyc.gov/dcassip