



2025 NYC Summer Internship Program

Application Form

Agency Details and Contact Information

Agency	<u>DCAS</u>	Division	<u>Energy Management</u>
Address	<u>1 Centre St</u>		
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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

The role will be at the Department of Citywide Administrative Services - Division of Energy Management (DEM), which serves as the hub for energy management in New York City buildings and plays a critical role in supporting agency partners' progress towards the City's major GHG emissions reduction and energy objectives to comply with Local law 97. DEM works with agencies to take actions to meet the City's ambitious climate mandates and commitments.

The role is with the Building Optimization Team (BOT) of DEM's Operations Unit. BOT leverages innovative solutions to optimize building performance spanning both mechanical HVAC systems and buildings' controls systems, that lead to energy saved and greenhouse gas emissions (GHG) reduction. BOT works developing solutions to shift the City away from reactive maintenance towards preventative maintenance (PM). A building optimization method that supports energy efficiency initiatives, extends longevity of building's operations, and prevents the use of emergency funds. BOT is deploying a Citywide Service Contract to provide PM for the City's portfolio of Building Management Systems (BMS), allowing comprehensive and preventative maintenance to a historically poorly performing portfolio of HVAC controls.

Internship Position Description

Position Title	Building Optimization Team (BOT) Intern
Internship Responsibilities	<p>The intern will support the Building Optimization Team (BOT) on the data management for Preventive Maintenance projects, including:</p> <ul style="list-style-type: none">- The intern will be trained to access DCAS's data via platforms, systems and files, to collect energy metrics/data into Excel spreadsheets, and to prepare this data to facilitate analysis on energy reduction metrics from city buildings.- They will prepare and process data as needed to support contract development by using existing tools in Microsoft Office, Dropbox and others.- They will analyze data to showcase energy usage and savings through the implementation of contracts and PM projects using graphics, charts and tables.- Support BOT on maintaining Sales Force data updated.
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">- Graduate student or recent graduate of a program related to energy management, sustainability, climate change, and urban planning.- Knowledge and ability to effectively navigate database software's. Preferable with advance level using spreadsheets, and creating tables, charts, graphs, etc.- Attention to detail and organized skills.- Good analytical data management skills.- Ability to communicate and receive feedback.
Application Process	<p>Submit a resume and cover letter summarizing your past experience and future goals to energyjobs@dcas.nyc.gov.</p>
Salary	<p>\$21.50/hour for graduate interns</p>

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