



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	DCAS	Division	FM/MMO
Address	1 Centre Street, NY, NY 10007		
Name	Eugene Zimmer	Email	euzimmer@dcas.nyc.gov

### 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](http://nyc.gov/dcas) to learn more about the work we do.

### Unit Description

Mechanical Maintenance & Operations maintains, repairs and operates all building system equipment, including heating, ventilation, and air conditioning (HVAC), plumbing (domestic water supply), fire suppression, and generators. Stationary engineers and their staff (oilers, high pressure plant tenders, controls specialists, and steamfitters) work to ensure building systems are running efficiently and effectively.

## Internship Position Description

<b>Position Title</b>	<b>MMO Summer Intern</b>
<b>Internship Responsibilities</b>	<ul style="list-style-type: none"><li>-Provide clerical support to the PM Collaborative, Energy, and MMO units within Facilities Management</li><li>-Assists MMO staff with purchase orders and work orders for goods and services.</li><li>-Assists MMO staff with reporting and tracking of two critical programs: Cooling Towers Maintenance Program and Plan – registration, tracking, and reporting. Water Tank Testing (Legionella).</li><li>-Maintains and updates compliance scheduling with FDNY, DOB, DEC, DOHMH and DEP regulations, standards, laws and protocols.</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<p>Comfortable using PC's and Microsoft software including Outlook, Word and Excel.</p> <p>Exceptionally organized, accurate and with detailed orientation.</p> <p>Strong time management skills.</p> <p>Coachable.</p>
<b>Application Process</b>	<p>Submission of resume to the above referenced agency contact.</p> <p>Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>
<b>Salary</b>	<p>\$18.50/hour for undergraduate interns</p>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.