



2025 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency	DCAS	Division	Energy Management > Energy Supply Unit
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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 Division of Energy Management (DEM) is tasked with leading the City's efforts to reduce greenhouse gas (GHG) emissions from City government operations 40 percent by 2025 (40x25), 50 percent by 2030 (50x30), and 80 percent by 2050 (80x50). Beyond 40x25, 50x30, and 80x50, the City has also made other energy-related commitments, such as pledging to install 100 MW of solar photovoltaics on City buildings by 2025. DEM works closely with our agency partners to help them reduce emissions and improve energy management in their facilities, including providing them with project funding, project delivery vehicles, technical expertise, staff resources, strategic planning support, and data analytics.

DEM commits millions of dollars each year toward capital projects that will make NYC owned facilities more energy efficient. To help offset these costs, the Energy Efficiency Incentives team coordinates with government and utility stakeholders to identify revenue opportunities that will financially benefit DCAS and its partner agencies. The team routinely screens hundreds of projects in the DEM pipeline and collaborates with various agency leads to evaluate project scopes, energy savings, and all other supporting items required in accordance with statewide incentive program guidelines. These dollar incentives can then be used to fund additional projects that will help the city to achieve its carbon emissions reduction goals. Through the Incentives team's efforts, more than \$8 million in incentive revenues have been acquired by DCAS.

Internship Position Description

Position Title

Energy Incentives Intern

Internship Responsibilities

The Energy Efficiency Incentives team seeks an innovative Graduate level Intern who can develop creative and advanced solutions to support its savings analysis and technical /engineering review process. This is a unique opportunity to learn about local government operations within the energy sector and the important role different stakeholders play in meeting local law mandates for reducing carbon emissions across all city-owned facilities (i.e. public parks, museums, schools, police departments). The selected intern will be able to build new skills while simultaneously exploring various facets of city operations, including energy project planning and implementation, engineering review, revenue procurement and reporting.

Energy Savings Analysis

1. Complete/review savings calculators and tools for various energy efficiency measures (EEMs); Identify discrepancies and assess the potential impact on incentive revenues; discuss with the Program Manager and Analyst to determine appropriate next steps.
2. Work closely with the Program Analyst to develop savings calculator user guides for commonly incentivized EEMs (i.e. steam traps, pipe insulation, boiler upgrades/replacements).
3. Identify and discuss with the Incentives team, recommendations on how existing tools/calculators can potentially be improved to increase operational efficiency and better suit the needs/requirements of DEM.

Technical / Engineering Review

1. Review project scopes and conduct in-depth analyses to assess eligibility for incentives; Develop advanced solutions for screening EEMs based on detailed technical requirements.
2. Attend building inspections; Review Pre- and Post- installation conditions of NYC owned facilities and document unique or unusual considerations that could impact the facility's baseline energy consumption and projected savings.
3. Review detailed Pre- and Post- inspection reports; Identify discrepancies/anomalies and discuss with the Program Analyst to determine appropriate next steps.
4. Identify trends or patterns relevant to the types of EEMs being incentivized versus those being funded by DEM; Prepare charts/graphs summarizing your findings and compile them in a written report for the Program Manager's review.
5. Attend intra-agency meetings and share updates as requested.

Qualifications / Special Skills / Area of Study

Minimum Requirements:

- Must be a recent college graduate from an accredited school with a major in engineering, chemistry or other related sciences
- Basic knowledge of energy systems and energy conservation measures
- Basic understanding of energy audits and reports, with a focus on proposed measures and savings.
- Background in data analytics w/ advanced Excel skills
- Meticulous attention to detail and ability to manage large data sets

Preferred Requirements:

- Background in Environmental or Mechanical Engineering
- Familiar with the New York State TRM
- Proficiency in MS office programs (Outlook, Excel, Word, Powerpoint)
- Basic knowledge of Salesforce CRM application
- Coding and SQL skills a plus

Application Process

Submit a resume and brief cover letter summarizing your experience and career/professional goals to: DEM_Incentives@dcas.nyc.gov.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Salary

\$21.50/hour for graduate interns

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.