



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency DCAS Division Fleet  
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DCAS' 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.

### Agency Description

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/dcass](http://nyc.gov/dcass) 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). NYC Fleet uses fleet systems to manage acquisition, repair, fueling, parts, and auction for fleet. Within Fleet, the claims unit is responsible for managing citywide claims against insurance companies on behalf of the City when private vehicles cause damage to a city vehicle. The claims unit works closely with the safety and Fort units in obtaining data to use to pursue claims.

## Internship Position Description

### Position Title Fleet Systems Intern (Undergraduate)

The Fleet Systems Intern will work with the Fleet Systems team within the Fleet LOS.

Tasks will include:

- Assist with user support and system data for our fleet management software as we implement a major new fuel management module while maintaining our existing modules.

### Internship Responsibilities

- Enter, maintain, quality control, and analyze system data

- Assist with other potential projects in data management, configuration of system screens, and reporting

- Assist with general initiatives and events in the NYC Fleet LOS.

### Qualifications / Special Skills / Area of Study

- Excellent listening and communication skills (verbal and written).
- Excellent computer skills (e.g.: PowerPoint, Word, Excel, Adobe)
- Additional bonus skills: PowerBI, Python, or Access; General experience providing user support.

Please email your resume to [nkoszer@dcas.nyc.gov](mailto:nkoszer@dcas.nyc.gov). No phone calls, please.

### Application Process

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.  
NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

### Salary

\$17.00 p/hr

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.