

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DCAS

## DIVISION

FLEET

**ADDRESS1** 1 Centre street

**ADDRESS2** New York, New York

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## AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) provides effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on:

- Recruiting, hiring, and training employees;
- Providing facilities management for 55 public buildings;
- Acquiring, selling, and leasing City property;
- Purchasing more than \$1 billion in supplies and equipment each year; and
- Implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

## UNIT DESCRIPTION (Max characters 1000 )

New York City operates over 31,000 owned and leased vehicles, the largest municipal fleet in the United States. NYC maintains fleet units at 37 main repair locations and has over 400 in-house fueling and 400 separate electric charging locations. More than 2,000 staff work full time in fleet repair and garage operations across over 50 fleet operating agencies and offices. In total, nearly \$1 billion is spent annually on fleet repair, fueling and procurement. Within NYC Fleet the Collisions & Claims is responsible for the administration of affirmative vehicular claims for DCAS, fifty DCAS client fleets and most of the major fleet agencies including DSNY, the Department of Correction, and DOE. In addition, while DOT, DEP, and Parks still handle their own claims DCAS Fleet works with these agencies to improve collections and claims resolution.

## POSITION TITLE (Max characters 100)

Claims Intern (Undergrad)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The primary job responsibility of the candidate will be assisting the claims unit with reviewing and preparing for the subrogation process. An important part of being able to defend the city against property damage claims or to better manage the financial impact is the ability to track newly submitted crash reports. Reviewing the file to see if the incident/collision is fully documented, and working with agencies to complete files if needed, ensuring that the report is complete in the CRASH system for use by the Comptroller's Office and Law Department.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

Experience using Microsoft office; Ability to work well with others; Interest in fleet operations, insurance, or law preferred but not required

**APPLICATION PROCESS (Max characters 700 )**

Please submit resume and cover letter to Veronica Rodriguez via email [verodriguez@dcas.nyc.gov](mailto:verodriguez@dcas.nyc.gov)

**SALARY RANGE**

\$15/hr

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>