

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

CITY OF NEW YORK DEPT OF CITYWIDE ADMIN SVCS

DIVISION

NYC Fleet

ADDRESS1 1 Centre St, Suite 2358, New York , NY 10007

ADDRESS2

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AGENCY DESCRIPTION (Max characters 3000)

New York City operates over 31,000 owned and leased vehicles, the largest municipal fleet in the United States. NYC Fleet directs efforts to improve fleet management citywide in areas of safety, sustainability, transparency, and shared services. We chair the annual all-agency Fleet Federation meeting and manages fleet concerns directly for over 40 City agencies and offices with smaller fleets; administer the City's fleet and fuel management systems, telematics system and Office of Real Time Tracking (FORT).

UNIT DESCRIPTION (Max characters 1000)

The Compliance Unit monitors and reports out on all facets of Fleet usage to ensure compliance with applicable rules; policies; procedures and laws; including, but not limited to Fort exceptions; fueling exceptions; commuting guidelines; and misuse of the City's fleet.

POSITION TITLE (Max characters 100)

Compliance Intern(Undergrad)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- 1) Monitoring the FORT for exceptions
- 2) Serve as backup for WEX reporting
- 3) Assist with EJWard exceptions reporting
- 4) Assist and investigate matters dealing with compliance
- 5) Assist the Director in running adhoc reports
- 6) Data entry as needed

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

Familiarity with Microsoft Word, Excel and Power-point. Strong Communication skills.

APPLICATION PROCESS (Max characters 700)

Please e-mail cover letter and resume (in .doc or .pdf format) to: gblain@dcas.nyc.gov

SALARY RANGE

\$15/hour

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>