

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FIRE DEPARTMENT OF NEW YORK CITY

DIVISION

Bureau of Fleet Services

ADDRESS1 48-58 35th Street

ADDRESS2 Long Island City, NY 11101

CONTACT NAME Adriane Williams

E-MAIL Adriane.Williams@fdny.nyc.gov

PHONE (718) 999-6565

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Fire Department of the City of New York (FDNY) is the largest Fire Department in the United States and universally is recognized as the world's busiest and most highly skilled emergency response agency. The Department's main goal is to provide fire protection, emergency medical care, and other critical public safety services to residents and visitors in the five boroughs. FDNY not only responds to more than a million emergencies every year, its personnel also strive to prevent them by continually educating the public in fire, life safety and disaster preparedness, along with enforcing public safety codes. Since its inception in 1865, FDNY has helped lead efforts to make New York the safest big city in the nation.

UNIT DESCRIPTION (Max characters 1000)

Bureau of Fleet Services is responsible for overseeing all aspects of planning, budgeting, procurement, acceptance, tracking, and relinquishment of all fleet vehicles and equipment as well as all administrative tasks and responsibilities associated with, but not limited to Payroll, HR, Absence Control, and Fleet's participation in FDNY's Quality of Work Life Programs. Although the administrative area operates from the 35th Street Shop, it provides support to FDNY's other primary shop in Long Island City, New York, and to its two satellite shops at Randall's Island, and Staten Island. The mechanical side of Fleet Services is responsible for the maintenance of all pieces of equipment and apparatus the Department owns.

POSITION TITLE (Max characters 100)

Fleet Services Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Perform administrative duties as follows: greet visitor's, filing answering phones and making copy, updating excel spreadsheets, and work with employees to learn the day to day activities involved in an Office environment.

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

Currently attending an undergraduate program.

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#528426. **Internship position FDNY-003 must also be indicated on the cover letter and resume.**

SALARY RANGE

\$ 15 - \$ 17.50 Per Hour \$ 525 - \$ 612.50 Per Week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

On **Wednesday October 20, 2021**, Mayor Bill de Blasio announced a COVID-19 vaccination mandate for all City workers. As such, in order to move forward with a conditional offer of employment, you will be required to provide proof of at least one dose of an approved COVID-19 vaccine. If you have been vaccinated, you may submit your proof of vaccination to the HRCS.processing@fdny.nyc.gov . If you receive a two (2) dosage COVID-19 vaccine, proof of second dosage is required 45 days from the date of the first dose.
Contact information for inquiries only.

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