



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services

Division: Fleet

Address 1: 1 Centre Street New York, NY 10007

Address 2: Suite 2160

Contact: *Matthew Aronberg*

Email: maronberg@dcas.nyc.gov

Phone: 212-386-0284

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

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).

Position Title FORT Analyst Intern

Internship Responsibilities

Working with the Fleet Office of Real-time Tracking/Vision Zero/Claims teams, the duties of the position will include, but not limited to, the following:

- Research, create, and analyze fleet related reports.
- Assist in managing lists of authorized drivers.
- Assist in sorting and logging of claims and related documents.
- Participate in fleet safety projects as a part of Vision Zero.
- Maintain and enter metrics from Defensive Driving Courses for city employees.
- Attend and participate in division events.

Qualifications/Special Skills/Area of Study

Experience with data analysis using Excel, Python, Java, or R.

Knowledge and/or experience working in Fleet Safety.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Matthew Aronberg at: maronberg@dcas.nyc.gov.

Please write "**Summer Internship – FLEET**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

Salary Range \$18 per hour – Undergraduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

nyc.gov/dcassip