



2024 NYC Summer Internship Program Application Form

Agency: Department of Administrative services (DCAS)

Division: Facilities Management

Address 1: 1 Centre Street, 18th Floor North

Address 2: New York, NY 10007

Contact: *Daniel Donovan*

Email: Ddonovan@dcas.nyc.gov

Phone: 212-386-0510

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

DCAS manages, operates, and maintains 55 City-owned buildings throughout the five boroughs. As the landlord, DCAS works to provide safe, clean, and energy efficient space for its tenants. The entire DCAS portfolio totals over 15 million square feet with more than 50% of the portfolio occupied by City agencies, and elected officials including City Hall and the five borough halls. The Office of Court Administration occupies the remaining 7 million square feet of the portfolio. We install and maintain heat pumps and are one of the leading NYC agencies in GHG reduction over the past 10 years.

Position Title Data Analyst

Internship Responsibilities

Assist with gathering information on all DCAS FM's equipment so we can update our current data base. This includes, Boilers, Chillers, Cooling towers, AHU's, large motors, BMS's, generators, etc. Assist with uploading cooling tower data to the DOHMH portal for compliance purposes.

Qualifications/Special Skills/Area of Study

Mechanical Engineering or Energy Engineering

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to: Daniel Donovan
ddonovan@dcas.nyc.gov.

Please write "**Summer Internship – FM**" 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 of 13 weeks but must end by the first week of September each year. Applicants should have some knowledge of Heating, Ventilation and Air Conditioning (HVAC). DCAS are responsible of the operation and maintenance of High- and Low-Pressure boilers as well as large tonnage refrigeration chillers, cooling towers and all pertinent equipment.

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