



2024 NYC Summer Internship Program Application Form

Agency: NYC DOT

Division: Roadway Repair & Maintenance

Address 1: 48 Hamilton Avenue

Address 2: Brooklyn, NY 11231

Contact: Input Contact Name

Email: *Input Email*

Phone: *Input Phone Number*

Agency Description

DOT's mission is to provide for safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents. Our department serves all residents of New York City as well as commuters, tourists and other visitors that use our city's streets, sidewalks, waterways, and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

Unit Description

The Asphalt Operations Unit is responsible for the asphalt operations of the Hamilton Avenue and Harper Street asphalt plants, recycled asphalt pavement (RAP). The asphalt plants produce approximately 750,000 tons of asphalt annually with 40% recycled content. The Unit manages the daily asphalt needs of RRM'S paving program and supply by our plants and vendors.

Position Title College Aide

Internship Responsibilities

As a College Intern at NYC DOT's Asphalt Plant and Laboratories, candidate will play a crucial role in ensuring the quality and performance of asphalt and related materials used in roadway construction. Responsibilities will include conducting quality-controlled tests, field inspections, laboratory equipment maintenance, collaboration with plant personnel, and assisting the asphalt plant manager. Additionally, candidate will have the opportunity to contribute to asphalt technology research and development. Key responsibilities include- assist in conducting quality-controlled tests on hot asphalt, reclaimed asphalt pavement, aggregates, and other raw materials. Strictly adhere to prescribed sampling methods at specified intervals during testing procedures. Conduct field inspections to assess product performance and ensure compliance with quality standards. Establish and maintain professional communication and collaboration with Asphalt Plant Personnel. Assist with various assignments and special projects. Assist the asphalt plant management team in daily tasks. Contribute to research and development efforts related to asphalt technologies.

Qualifications/Special Skills/Area of Study

Enrolled in a college program in a relevant field (e.g., materials science, pre-engineering, chemistry, or a related discipline). Strong attention to detail and commitment to following established protocols. Excellent organizational skills with the ability to maintain a clean and orderly laboratory environment. Effective communication skills to interact professionally with colleagues. Eagerness to learn and contribute to the development of asphalt technologies. Flexibility to handle various tasks and respond to unexpected situations.

Application Process

All resumes are to be submitted electronically. No phone calls or personal inquiries permitted. All applicants please go to <https://cityjobs.nyc.gov> and search for **Job ID #630956**. Only those applicants under consideration will be contacted. Most public libraries have computers available for use. For more information about DOT, visit us at: www.nyc.gov/dot.

Salary Range \$17.30/hour for undergraduate students; \$19.90/hour for graduate students

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

The College Aide title is a year-round internship, candidates must be matriculated in school to qualify and maintain their College Aide position. When classes are in session, College Aides are allowed to work up to 17 hours/week. When classes are not in session, College Aides are allowed to work up to 35 hours/week.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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