

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Fleet

ADDRESS1 1 Centre Street, 23rd floor, Suite 2358

ADDRESS2 New York, NY 10007

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PHONE

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## AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

New York City operates 28,000 owned and leased vehicles, the largest municipal fleet in the United States. NYC maintains fleet units at 37 dedicated fleet repair facilities and additional satellite locations, and has over 400 in-house fueling locations. We utilize approximately 841 distinct locations throughout the City to park our fleet, and we serve 80,000 authorized fleet drivers and operators. Nearly 2,000 City employees work full time in fleet repair, garage and dispatch operations across the 50 agencies which operate fleet vehicles. In total, over \$760 million is spent annually on fleet related costs including acquisitions, repair, fueling, parts, and collisions.

## POSITION TITLE (Max characters 100)

Fleet Collisions & Claims Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The intern will assist with various research and analysis projects aimed at reducing costs due to preventable vehicle collisions impacting NYC's large fleet and improving vehicle and employee safety while operating vehicles.

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

NYC Fleet is seeking a talented problem-solver to provide a range of statistical support. The following skills and qualifications are needed:

Analytical skills:

The intern must be able to conduct research and analysis effectively with excellent attention to detail.

Communication skills:

The intern may communicate with high-level staff; s/he must have excellent communication skills.

Computer skills:

Proficiency in Microsoft Access and Excel preferred.

**APPLICATION PROCESS (Max characters 700 )**

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

**SALARY RANGE**

\$420 per week

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

The maximum tenure is 13 weeks from June through August.