

2015 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION/WORK UNIT

Energy Management / Policy & Program Implementation

ADDRESS1 1 Centre St., New York, NY, 10007

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AGENCY DESCRIPTION (Max characters 850)

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of municipal building and operational energy programming and strategy for the achievement of the City's carbon emissions reduction goals, first established by the City's *PlaNYC* Energy Initiative and further developed in the Mayor's *One City, Built to Last* plan. This implementation includes energy efficiency retrofits, improved operations and maintenance, clean distributed generation deployment, and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

POSITION TITLE (Max characters 100)

Energy Policy & Program Implementation Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the leadership of the DDC Program Manager, with latitude for independent judgment, the Summer Intern's duties will include:

- Assistance in reviewing design packages.
- Perform field visits and prepare inspection reports.
- Represent the agency in Interagency meetings.
- Review and analyze energy savings calculations.
- Update projects status and specifics in the DEM database.
- Review and provide comments to feasibility, assessments, and design reports.
- Review cost estimates.
- Develop cost analysis.

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

- Major in Mechanical or Environmental engineering.
- Strong written and verbal communication skills.
- Proficient computer skills, specially in Microsoft applications (Advanced Excel skills a must).
- Must be well-organized and detail-oriented.

APPLICATION PROCESS (Max characters 700)

Qualified applicants can submit their resumes and cover letters to kcordero@dcas.nyc.gov, please include the internship position title in the subject of the e-mail.

SALARY RANGE

\$420 week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

N/A