

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Energy Management

ADDRESS1 1 Centre Street, 17th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Luke Clause

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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 developed in the *One City, Built to Last* plan. This implementation includes energy efficiency retrofits, improved operations and maintenance, solar PV and clean distributed generation 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.

UNIT DESCRIPTION (Max characters 1000)

POSITION TITLE (Max characters 100)

Clean Energy Program Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Department of Citywide Administrative Services (DCAS) seeks an intern to serve within DCAS Energy Management's (DEM) Office of Clean Energy and Innovative Technologies to support the implementation of the Clean Energy Resources Program. DEM seeks to install 100 MW of solar photovoltaic (PV) capacity on City facilities by 2025, build resilient solar and energy storage systems at critical City facilities, and track PV system performance data.

The Clean Energy Intern will be responsible for the support of the implementation of this program and the development of future solar PV projects. Duties will include, but not limited to:

- analysis of building condition data to assess solar readiness;
- development of PV system capacity estimates and preliminary design layouts;
- support of the development of reporting materials;
- support the planning of future solar and other clean energy opportunities through industry research and analysis;

- project management support of ongoing solar PV projects.

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

- Professional/Educational background in clean energy and/or sustainability.
- Strong communication, analytical, and organizational skills.
- Superior proficiency in MS Excel for organizing and tracking data.
- Experience compiling and organization of qualitative and quantitative data.
- Ability to multi-task and work with multiple stakeholders.
- Experience in Solar PV industry is preferred.

APPLICATION PROCESS (Max characters 700)

APPLICATION PROCESS: Please submit a resume and cover letter stating interest in the position and relevant experience (specifically addressing the above qualifications) via email to Luke Clause, Clean Energy Resources Program Manager, lclause@dcas.nyc.gov. No phone calls please.

SALARY RANGE

Graduate

- Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)