

# 2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY / BUREAU OF CLEANING AND COLLECTION

ADDRESS1 125 WORTH STREET

ADDRESS2 NEW YORK, NY 10013

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000)

The Bureau of Cleaning and Collection is responsible for collecting recycling and garbage, cleaning streets, and clearing streets of snow and ice. BCC assigns personnel and equipment to standard routes in while managing the weekly allocation of personnel to address litter and illegal dumping.

## POSITION TITLE (Max characters 100)

DSNY-025 - Operations - Analyst (6)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidates will serve several offices within the Bureau of Cleaning and Collection in an analytical capacity. The analyst intern will collect and review data regarding past operations practices and will provide research and analysis to inform future projects in the Collection Office, Personnel Management Division, and Bureau Operations Office. Duties will include:

- Updating current department forms and data
- Electronic and manual data entry
- Updating district maps
- Updating routes in the computerized books

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

As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year). Candidate should have coursework toward a major in public administration, political science, geography or other related fields. Proficiency in Microsoft Word and Excel required. Knowledge of GIS is a plus.

## APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to [summerinterns@dsny.nyc.gov](mailto:summerinterns@dsny.nyc.gov)

**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-025-Analyst Undergraduate Interns (6)