

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

FDNY

DIVISION

Bureau of Facilities Management - Design Unit

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ADDRESS2

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AGENCY DESCRIPTION (Max characters 3000)

As first responders to fires, public safety and medical emergencies, disasters, and terrorist acts, the FDNY protects the lives and property of New York City residents and visitors. The Department advances public safety through its fire prevention, investigation and education programs. The timely delivery of these services enables the FDNY to make significant contributions to the safety of New York City and homeland security efforts.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Facilities Management directs the design, construction, renovation and maintenance of all Fire Department facilities, including firehouses, EMS stations, warehouses, training facilities and emergency communication centers. The Organizational Safety and Health (OSHA) Unit monitors and investigates all uniform and civilian workplace safety/health issues and develops and implements remediation plans.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Interns will assist in evaluating product installations over the past 5 years, coordinate sections of the FDNY Design Standards, and write up the compiled revisions of the standards. Interns will gain knowledge of the City's policies on procurement, environmental purchasing and regulations on proprietary purchasing. Interns will consider design priorities vs. budgets, construction specs and estimates. Interns will assist in the design and/or construction project management of new construction, remodeling, upgrades, and/or repairs of the various Fire Department facilities cited above. The interns will visit FDNY facilities in order to assist gathering existing condition data, developing new design scope, and attend to design issues during design and construction phases.

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

Candidates must be at least a 3rd year student pursuing a BA or BS in Architecture from an accredited college or university.

Preferred skills:

-AutoCAD, Photoshop, PowerPoint, and a strong knowledge of MS Excel and MS Word

-Familiarity with NYC Building Codes and current ADA Standards for Accessible Design and a strong knowledge of sustainable and universal design principles is a plus.

APPLICATION PROCESS (Max characters 700)

All applicants must visit the NYC Careers website at www.nyc.gov/careers and search for Job ID#236721. **Internship position FDNY-005 must also be indicated on the cover letter and resume.**

SALARY RANGE

Summer Undergraduate College Intern - \$284.50-\$433.50

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Undergraduate interns must be currently enrolled in an accredited college or university.