

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

**Asset Management / Energy**

ADDRESS1 1 Centre St., 20th floor south

ADDRESS2 NY, NY 10007

CONTACT NAME Daniel Donovan

E-MAIL ddonovan@dcas.nyc.gov

PHONE (212) 386-0510

FAX

## 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 City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that services 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

Asset Management is responsible for the management and upkeep of 55 City owned Buildings. Energy surveys all of the buildings and identifies projects that will reduce the energy costs and carbon foot print.

## POSITION TITLE (Max characters 100)

Assistant Energy Analyst Undergraduate Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Help to calculate energy project payback by using spread sheets. Visit sites with the energy manager and the energy manager assistant to help identify good energy saving projects. Track the projects when they start and keep a record of the progress.

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

Undergraduate Mechanical or Electrical engineering courses

## APPLICATION PROCESS (Max characters 700 )

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that

they are accepted to or enrolled in an accredited undergraduate degree program.

**SALARY RANGE**

\$12 per hour

Internship may be used to fulfill college credit requirement

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