

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

DSNY/ SUPPORT SERVICES

ADDRESS1 52-35 58th Street, Woodside NY 11377

ADDRESS2 Multiple Locations

CONTACT NAME Ed Rasmussen

E-MAIL summerinterns@dsny.nyc.gov

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 Support Services Division includes the Bureau of Motor Equipment and the Bureau of Building Maintenance, which provide the equipment required for DSNY to perform its essential tasks. Support Services coordinates the activities of these two operating bureaus to ensure that current and future needs are met for equipment, garages, transfer stations, and related infrastructure.

### POSITION TITLE (Max characters 100)

DSNY-033 - Analyst - Field Operations and Borough Repair Shop (3)

### INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Selected candidates will assist the Director of Field Operations as well as borough repair shops in Manhattan, Queens, Brooklyn, and Staten Island in an analytical capacity.

Candidates may split their time among the different locations. Duties will include:

- Various statistical analysis projects regarding vehicle performance and trends of down rates
- Statistical analysis on manpower related vehicle performance
- Computer data entry
- Tracking personnel and work order status and generating reports in Fleet Focus software
- Assisting supervisors and mechanics in generating reports and troubleshooting reporting process
- Restructuring the shop's computer tracking process and filing system
- Preparing daily reports, budget sheets, etc

### 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).

Knowledge of Microsoft Office, including a strong knowledge of Excel

Travel between multiple locations may be necessary.

Ability to provide own transportation to locations inaccessible to public transit 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-033-Analyst - Field Operations and Borough Repair Shop (3)