

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/BUREAU OF CLEANING AND COLLECTION**

## DIVISION

**OPERATIONS OFFICE (DSNY-002-SNOW OPERATIONS ANALYST INTERN)**

**ADDRESS1** 125 WORTH STREET

**ADDRESS2** NEW YORK, NY

**CONTACT NAME** EDWARD GRAYSON

**E-MAIL** INTERN2015@DSNY.NYC.GOV

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 1200)

The Bureau Operations Office (BOO) is DSNY's primary communications center, handling inter-agency, and intra-agency communications. To ensure efficient communications, the radio room maintains and monitors citywide radio communications, equipment repair, upgrades, maintenance, and inventory.

## UNIT DESCRIPTION (Max characters 300)

The Bureau Plans and directs citywide snow operations. This includes staffing plans, maintaining the fleet of snow fighting equipment, and maintaining an inventory of salt and calcium chloride to cover needs of snow season.

## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - **(DSNY-002-SNOW OPERATIONS ANALYST INTERN)**

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will serve the Snow Operations office in an analytical capacity. The analyst intern will collect and review data regarding past snow operations practices and will provide research and analysis to inform projects for future snow seasons. The candidate may analyze other issues within the Bureau Operations Office as well.

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

As of June 2015, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year). Candidate with coursework in public administration/management, urban studies, geography, environmental studies, or other related fields.

## APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at [intern2015@dsny.nyc.gov](mailto:intern2015@dsny.nyc.gov)

**SALARY RANGE**

\$ 433.50 P/W

Internship may be used to fulfill college credit requirement

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

Assignments will begin on June 1 and last between 10 and 13 weeks.

**(DSNY-002-SNOW OPERATIONS ANALYST INTERN)**

[nyc.gov/internship](http://nyc.gov/internship)

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# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/ BUREAU OF MOTOR EQUIPMENT**

## DIVISION

**SUPPORT SERVICES** (DSNY-016-ANALYST INTERNS FOR BOROUGH SHOPS AND FIELD OPERATIONS)

**ADDRESS1** MULTIPLE LOCATIONS

**ADDRESS2** MANHATTAN, BROOKLYN, QUEENS AND STATEN ISLAND

**CONTACT NAME** Ed Rasmussen

**E-MAIL** INTERN2015@DSNY.NYC.GOV

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 1200)

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.

## UNIT DESCRIPTION (Max characters 300 )

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)

(2) SUMMER COLLEGE INTERNS - (DSNY-016-ANALYST INTERNS FOR BOROUGH SHOPS AND FIELD OPERATIONS)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Selected candidates will assist the Deputy Director of Field Operations as well as borough repair shops in Manhattan, Queens, Brooklyn, and Staten Island in an analytical capacity. Candidates will 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 of the program year the prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

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 which you are applying to Justin Bland at [intern2015@dsny.nyc.gov](mailto:intern2015@dsny.nyc.gov)

**SALARY RANGE**

\$433.50 P/W

Internship may be used to fulfill college credit requirement

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

Assignments will begin on June 1 and last between 10 and 13 weeks

(DSNY-016-ANALYST INTERNS FOR BOROUGH SHOPS AND FIELD OPERATIONS)

[nyc.gov/internship](http://nyc.gov/internship)

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# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/ THE BUREAU OF INFORMATION TECHNOLOGY**

## DIVISION

(DSNY-024-IT Data Analysis Intern)

**ADDRESS1** 137 Centre Street, 2nd Floor

**ADDRESS2** New York, NY 10013

**CONTACT NAME** Bill Pepitone/ Frank Pinto

**E-MAIL** intern2015@dsny.nyc.gov

**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 1200)

Since 1881, when the New York City Department of Sanitation - originally known as the Department of Street Cleaning was founded waste collection and disposal has come virtually full circle. At the ends of the 19th century, one of the Department's most prolific commissioners, colonel George Waring, instituted efficiencies and waste reduction programs that foretold the programs of today - including recycling, street sweeping and a dedicated uniformed cleaning and collection force. Today, the department is the world's largest, collecting over 10,500 tons of residential and institutional refuse and 1,760 tons of recyclables a day. The city's businesses, whose waste is collected by private carting companies, generate another 13,000 tons of refuse each day. And under the leadership of Commissioner Kathryn Garcia, New York City's streets are cleaner today than they have been in over 35 years.

## UNIT DESCRIPTION (Max characters 300 )

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems.

## POSITION TITLE (Max characters 100)

(02) Summer College Intern - (DSNY-024-IT Data Analysis Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Interns responsibilities will be to update and maintain all of the wireless device inventory across the Agency, by assisting with wireless equipment inventory reconciliation and updating asset databases; assisting with data collection and data entry; providing support to staff in the preparation of reports and analysis; interfacing with mobile device users as necessary; assisting with updating resource manuals, resolving duplicate billing issues through analytical and invoice management support to the department; consolidating multiple databases via excel worksheets, Pivot tables, and power point presentations; assisting in device deployments and upgrades to new technologies.

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

As of June of the Program year the prospective intern must be a student matriculated in a college or be a recent college graduate ( Winter/ Spring term of the program year).

DSNY is seeking to hire undergraduate interns with at least 2 years of undergraduate studies with experience in some, or ideally, all of the following:

- Strong written and verbal communication skills

- Ability to work with a variety of personality types
- Familiarity with word processing, data analysis and database management skills is preferred
- Experience working with inventory control is helpful
- Ability to work well independently and in a group
- High level of professionalism and organizational skills
- Experience using MS Windows including outlook, word, Excel, Access, power point, Visio and adobe Acrobat would be ideal.
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.

**APPLICATION PROCESS (Max characters 700 )**

E -mail resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

**SALARY RANGE**

\$433.50 P/W

Internship may be used to fulfill college credit requirement

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

Internships will begin June 1 and last for a maximum duration of 13 weeks.  
(DSNY-024-IT Data Analysis Intern)

[nyc.gov/internship](http://nyc.gov/internship)

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