

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

**DSNY/ BUREAU OF MOTOR EQUIPMENT**

## DIVISION

**SUPPORT SERVICES** (DSNY-022-DATABASE ADMINISTRATION INTERN)

**ADDRESS1** 52-35 58TH STREET

**ADDRESS2** WOODSIDE, NY 11377

**CONTACT NAME** Matt McGrath

**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. 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.

## UNIT DESCRIPTION (Max characters 300)

The Bureau of Motor Equipment provides a full range of fleet-related functions, such as design, research and development, procurement, maintenance, repair, and ultimately disposal of DSNY vehicles.

## POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - (DSNY-022-DATABASE ADMINISTRATION INTERN)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The selected candidate will report to the bureau's Director of Administration and Budget and will assist in the creation of a personnel action tracking system for the office.

## 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).

Strong computer database skills required, including proficiency in Microsoft Access.

## 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-022-DATABASE ADMINISTRATION INTERN)

[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-025-IT Inventory 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)

(01) Summer College Intern - (DSNY-025-IT Inventory Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Intern will provide support to staff to assist with the organization and maintenance of the Bureau's entire technology inventory. Duties include: server equipment and wireless equipment inventory reconciliation and updating asset databases; configuring and troubleshooting devices; supporting emergency operations plans and responses for voice and wireless data network equipment; maintaining records of inventory and correspondence between units; assisting staff in identifying and mapping duplicate or unaccounted for inventory; interpreting, analyzing and combining data from different sources to assist in compiling a master list for use in agency operations; perform basic office tasks to support these data collection and improvement efforts, such as making new file folders and filing, organizing reports and creating tracking forms to follow up on pending reports; lifting of computer equipment, necessary to help in reorganizing and creating a new inventory room and structuring to maintain efficiency in locating and tracking inventory assets; acting as greeter at the front desk to record and direct visitors, accept deliveries from vendors and answer calls.

## 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.
- Ability to lift computer equipment up to a weight of 20 pounds.

#### **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@dspy.nyc.gov](mailto:intern2015@dspy.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-025-IT Inventory Intern)

[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-026-IT Technical Intern)

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

**ADDRESS2** New York, NY 10013

**CONTACT NAME** William Pepitone, Pan Hang

**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)

(01) Summer College Intern - (DSNY-026-IT Technical Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Intern will provide support to staff to assist with the organization and maintenance of the Bureau's entire technology inventory. Duties include: server equipment and wireless equipment inventory reconciliation and updating asset databases; configuring and troubleshooting devices; supporting emergency operations plans and responses for voice and wireless data network equipment; maintaining records of inventory and correspondence between units; assisting staff in identifying and mapping duplicate or unaccounted for inventory; interpreting, analyzing and combining data from different sources to assist in compiling a master list for use in agency operations; perform basic office tasks to support these data collection and improvement efforts, such as making new file folders and filing, organizing reports and creating tracking forms to follow up on pending reports; lifting of computer equipment, necessary to help in reorganizing and creating a new inventory room and structuring to maintain efficiency in locating and tracking inventory assets; acting as greeter at the front desk to record and direct visitors, accept deliveries from vendors and answer calls. Clean up McAfee unmanaged nodes, clean up Active directory and asset management.

## 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 one undergraduate intern 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, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment.
- Ability to lift computer equipment up to a weight of 20 pounds.

**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](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 )**

Internships will begin June 1 and last for a maximum duration of 13 weeks.  
(DSNY-026-IT Technical Intern)

[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-027-IT Software Development Intern)

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

**ADDRESS2** New York, NY 10013

**CONTACT NAME** Steven Farkas

**E-MAIL** intern2015@d sny.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)

(03) Summer College Intern - (DSNY-027-IT Software Development Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The DSNY Interns responsibilities will be with BIT Staff to:  
Assist in gathering and documenting systems related requirements/information and then updating SharePoint and other technical requirements tracking tools.  
Create and update other necessary documentation for the installed solutions, including run books, architecture standards, technology requirements documents etc.  
Work with Project Managers to facilitate communication between various groups within the project team  
Code web pages and reports, modify assigned systems to match new requirements.

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

Undergraduate entering junior or senior year in one of the hard sciences or engineering. Proficient with at least one database language/technology, e.g., SQL Server (T-SQL), Oracle (PL-SQL), MS Access (JET-SQL). Proficient with MS Excel. Able to code an Excel function with VBA. Able to translate business processes into logical statements

that can be programmed.

**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@dny.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-027-IT Software Development Intern)

[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-028-IT Application Inventory Intern)

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

**ADDRESS2** New York, NY 10013

**CONTACT NAME** Frank Taneyhill

**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)

(01) Summer College Intern - (DSNY-028-IT Application Inventory Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Intern will provide support to staff to assist with the organization and maintenance of the Bureau's entire Application inventory. Duties include: Analyzing and updating application inventory and portfolio information related to the 115+ distinct applications that exist in DSNY's portfolio. Gathering application information such as software components, operating systems, users supported, functionality provided, and other vital information related to the applications. Provide a gap analysis of that information and indicating the primary business functions being performed. Working with the DSNY PMO team to classify applications according to a template and business drivers. Working with the PMO to identify data sources both internally and external to the Agency. Provide written status and track information missing from the portfolio. Perform other PMO tasks as necessary under the direction of the PMO team.

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

DSNY is seeking to hire one undergraduate intern 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 application inventory or portfolio 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, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment
- Knowledge of PMO processes and best practices a plus.

**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-028-IT Application Inventory Intern)

[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-029-IT Forms Categorization Intern)

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

**ADDRESS2** New York, NY 10013

**CONTACT NAME** Frank Taneyhill

**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 )

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## POSITION TITLE (Max characters 100)

(02) Summer College Intern - (DSNY-029-IT Forms Categorization Intern)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The successful DSNY Interns (2) will provide support to staff to assist with the organization and maintenance of the Bureau's entire Forms inventory. Duties include: Analyzing and categorizing forms inventory and corresponding forms information related to the 1000+ distinct forms that exist in DSNY's business units. Gathering form information such as field descriptions, business unit(s), functions supported, data provided, and other vital information related to the agency forms library. Provide a gap analysis of that information for each form that is required and indicating the primary business functions being performed. Working with the DSNY PMO team to classify forms according to a template and business drivers. Working with the PMO to identify data sources both internally and external to the Agency required for each form. Provide written status and track information that repeats through the forms (or is unique to that form).

Indicate which systems (applications) that receive the form data. Perform other PMO tasks as necessary under the direction of the PMO team.

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

DSNY is seeking to hire one undergraduate intern 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 application inventory or portfolio 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, PowerPoint, Visio and Adobe Acrobat would be ideal
- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment
- Knowledge of PMO processes and best practices a plus.

**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](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 )**

Internships will begin June 1 and last for a maximum duration of 13 weeks.  
(DSNY-029-IT Forms Categorization Intern)

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

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