

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Division of Energy Management

ADDRESS1 1 Centre Street, 17th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Bryan Simpson

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DEM serves as the hub for energy management for City government operations. DEM develops the City's annual Heat, Light, and Power Budget; manages the City's electricity, natural gas, and steam accounts; helps agency partners identify and pursue energy-saving opportunities; does energy efficiency and clean power generation projects across the City's portfolio; and implements operations and maintenance best practices. Specifically, DEM is tasked with leading the City's efforts to reduce emissions from City government operations 40 percent by 2025, 50 percent by 2030, and 80 percent by 2050 from baseline.

UNIT DESCRIPTION (Max characters 1000)

The Portfolio Development Group, within DEM's Operations Unit, supports overall energy portfolio development for agencies, including helping agencies review their capital plans and identify opportunities to incorporate energy efficiency measures into planned projects.

POSITION TITLE (Max characters 100)

Portfolio Development Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Act in a supporting role for the development of scopes of work for contracting efforts that will be initiated using the Citywide Pre-Qualified List. Planned efforts include: Citywide commissioning service contracts, Citywide electrical construction service contracts, and Agency-specific HVAC construction service contracts.

Act in a supporting role in improving DEM's various assessment guidelines to incorporate future-looking code and policy initiatives, including initiatives such as: NYStretch Energy Code, Local Law 97 of 2019, Local Laws 92/94 of 2019, Local Law 95 of 2019.

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

Preferred candidates will have a background in engineering, and may come from one of the following fields or areas of study: sustainability, energy, engineering, environmental studies, math, business, or public policy (including economics or politics).

APPLICATION PROCESS (Max characters 700)

Please submit a resume and cover letter stating interest in the position and relevant experience, addressing the

above qualifications via email to Bryan Simpson at brsimpson@dcas.nyc.gov. Applications without these materials will NOT be considered. No phone calls please.

SALARY RANGE

\$18 for graduate and \$15 for undergrad

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

nyc.gov/dcassip
