



# DEP INTERNSHIP PROGRAM

## Job Posting

<b>Posting #2019-BEDC-005-Permit Coordinator Intern</b>	<b>#of Positions:</b> 1
<b>Posting Period:</b> <u>September 2019 – February 2020</u>	<b>Category:</b> Engineering
<b>Bureau:</b> BEDC	<b>Salary:</b> Unpaid
<b>Office Title:</b> Permit Coordinator Intern	<b>Status:</b> Undergraduate

### JOB DESCRIPTION

The NYC Department of Environmental Protection (DEP) protects public health and the environment by supplying clean drinking water, collecting and treating wastewater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country and delivers more than 1.1 billion gallons per day of the highest quality drinking water to 9.5 million NY State residents.

The Bureau of Engineering Design and Construction (BEDC) is responsible for the design and construction of major water-related capital projects. The bureau’s projects focus on maintaining the continued delivery of high quality drinking water and upgrading the 14-wastewater plants located throughout the City to improve water quality and comply with new rules and regulations.

The intern will assist in design and construction regulatory compliance and environmental assessment programs for BEDC’s Permit Resource Group (PRG). Major duties include overall project management information system (e-PMIS) support, such as data compilation and analysis, system management and outreach; support of individual project permit and compliance task tracking; assisting in the development of regulatory compliance and transition plans; and conducting regulatory research. Additional duties include assisting with permit application reviews, environmental reviews, regulatory agency liaison, and PRG procedure and tool maintenance and development. As a part of the PRG's core function, the successful candidate will conduct regulatory research related to design and construction projects, including interpretation of quantitative, statistical, and cost data, as well as review of design and construction documents and plans, contract specifications, regulatory guidance documents, and source regulations. They would also attend and coordinate meetings with bureau project teams as well as local, state and federal environmental regulatory agencies and other meetings relevant to advancing PRG objectives.

### PERFERRED SKILLS

Preferred coursework: Environmental Engineering, Science, Policy, Planning, Sustainability, and/or Statistics.

<b><u>Resume</u></b> <input checked="" type="checkbox"/>	<b><u>Writing Sample</u></b> <input type="checkbox"/>	<b><u>Transcript</u></b> <input type="checkbox"/>
---	--	--

### QUALIFICATIONS

- Student must have at least a 2.5GPA (on a 4.0 scale).
- Student must have at least a junior class standing
- Selection Criteria: - Strong writing skills; effective interpersonal skills; familiarity and/or experience with computers/software; leadership skills; self-motivation; and ability to work well with minimal supervision.

### LOCATION

This position is located at 96-05 Horace Harding Expressway, 5<sup>th</sup> Floor, Corona, New York 11368

**To apply, please send resume and cover letter to [interns@dep.nyc.gov](mailto:interns@dep.nyc.gov)**

**\*Make sure to indicate the bureau and posting number on resume and also in subject line of email response\***

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

The City of New York DEP is an EEO employer.