



DEP INTERNSHIP PROGRAM

Job Posting

Posting # 2018-OEHS-004	#of Positions: 1
Posting Period: <u>September 2018 – February 2019</u>	Category: Health & Safety
Bureau: OEHS	Salary: Unpaid
Office Title: EHS Program Development Intern	Status: Graduate

JOB DESCRIPTION

The Office of Environmental Health and Safety (OEHS) is responsible for maintaining agency wide environmental and occupational health and safety compliance. To achieve this goal, the EHS Program Development Division of OEHS provides ongoing EHS technical guidance and support to all bureaus to ensure operational compliance with all applicable environmental, health and safety laws, rules, and regulations. The selected candidate will assist this division in serving the EHS needs of the Agency and will be responsible for assisting the EHS Program Development Manager. Assignments will include conducting technical research and analysis of regulatory requirements (Federal, State and local regulations) and their applicability to DEP operations, analysis of the best management practices, analysis of DEP current EHS policies and guidelines, and compiling information on proposed updates to DEP EHS documents. The selected candidate will be collaborating with subject matter experts, writing technical reports, as necessary, and assisting with efforts of EHS policies development. In addition, the selected candidate will be developing Power Point training presentation modules for EHS policies.

PREFERRED SKILLS

- Knowledge of OSHA, EPA, NYCDEC, FDNY and other related environmental health and safety regulators
- Experience in programming and familiarity with Management Systems.
- Familiarity with Microsoft Office (Word, Excel, PowerPoint and Project)
- Strong research, analytical and writing skills
- Experience in programming and familiarity with Management Systems.

ADDITIONAL DOCUMENTATION

<u>Resume</u>	<u>Writing Sample</u>	<u>Transcript</u>
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QUALIFICATIONS

- Student must have at least a 2.5GPA (on a 4.0 scale).
- Student must be enrolled at a college/university at the graduate level
- 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.

To Apply, Please Send Resume and Cover Letter To 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

The City of New York DEP is an EEO employer.