



DEP INTERNSHIP PROGRAM

Job Posting

Posting # 2018-OEHS-005	#of Positions: 1
Posting Period: <u>September 2018 – February 2019</u>	Category: Health & Safety
Bureau: OEHS	Salary: Unpaid
Office Title: EHS Training 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 training compliance and data metrics. To achieve this goal, the Training Division of OEHS continues to design and develop EHS training modules and provide data metrics on EHS training and support to all bureaus to ensure compliance with all applicable environmental, health and safety laws, rules, and regulations. Under general guidance of a Training Manager with direct supervision from the Systems Administrator, the selected candidate will assist this division in serving the EHS Training Compliance needs of the Agency by:

- Assisting with efforts for developing and revising EHS training modules.
- Producing analytics with graphical representations for quarterly EHS meetings.
- Having a fundamental understanding of Computer-Based Training (CBT) development and production with a working knowledge of regulatory compliance requirements of DEP.
- Relating compliance costs for formal instructor-led training (ILT) classes with produced metrics.
- Forecasting future needs and compliance trends and impact on training and compliance at DEP.
- Managing and keeping active up to date registries of employees, classes, and content.
- Collaborating with IT and EHS systems specialists to track trainees and their compliance.
- Having knowledge of database maintenance Quality Assurance and Quality Control Metrics on the system.
- Working with Training Coordinators and Information Technology professionals to assist in training and compliance.

PREFERRED SKILLS

- Knowledge of OSHA, and EPA regulators
- Familiarity with Microsoft Office (Word, Excel, PowerPoint and Access)
- Experience in programming and familiarity with Management Systems.

ADDITIONAL DOCUMENTATION

<u>Resume</u> <input checked="" type="checkbox"/>	<u>Writing Sample</u> <input type="checkbox"/>	<u>Transcript</u> <input type="checkbox"/>
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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 with a background in Environmental/Physical Sciences, Engineering, Public Health, Public Administration / MBA with emphasis on Data Analytics and /or Computer Science.
- 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

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