

2016 NYC FALL INTERNSHIP PROGRAM

PARKS & RECREATION-012

Contact: Leslie Nusblatt
Phone: (212) 360-8212
Fax: (212) 360-8263
Email: Leslie.Nusblatt@parks.nyc.gov

AGENCY DESCRIPTION

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing dozens of parks in neighborhoods across the city with the greatest needs—35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day. In addition, Parks produces many special events, concerts and movie premieres, as well as providing free rental equipment for skating, baseball, and miniature golf.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating rinks, golf courses and other concessions.

UNIT DESCRIPTION

The Quality Assurance Unit's goal is to improve and streamline the construction staff's adherence to contract procedures and requirements that would yield the highest level of project quality. The unit accomplishes this through site inspection of work, document review, data analysis and formulation of refreshed capital construction standard operating procedures.

POSITION TITLE

Quality Assurance Unit Intern

INTERNSHIP RESPONSIBILITIES

This winter, the QA unit will hold its' bi-annual Resident Engineer training refresher course and will utilize several of the updated construction standard operating procedures (SOPs.) The unit has been writing these detailed procedures based on an outdated operations manual and would like to have them completed by January, for the training. An intern, with strong writing skills, would assist the Project Managers in completing these SOPs, as well as, assist in preparing the power point and other interactive projects to be used during the winter training sessions. This would give an intern(s) the opportunity to learn the detailed structures in capital construction, as well as, be a hands on part of the Resident Engineering training course.

Furthermore, the QA unit conducts site and construction document inspections for various safety and procedural reviews. The intern can join the Proj. Mgr. on site visits or can be assigned a document (calculation book/daily report/etc.) and assist in writing the specified inspection reports.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- STRONG writing skills
- Detail oriented
- Excellent knowledge and use of Microsoft Office programs...WORD/EXCEL/POWER POINT...
- Civil Engineering/Construction background (preferred)

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid