

2017 NYC WINTER/SPRING INTERNSHIP PROGRAM

PARKS & RECREATION-020

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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

Fleet Operations oversees one of the largest and most efficient fleets in the country. Commended for our fleet sustainability achievements, NYC Parks Fleet Operations received the following awards:

- HDT's 2015 Top 50 Green Fleet Award
- Fleet Technology Expo 2015 Award
- 100 Best Fleets in North America in 2011
- 2008 Fleet Owner Fleet of the Year Award

Fleet Operations handles all aspects of the Agency's Fleet management, from procurement and the acquisition of new vehicles, to vehicle repair and maintenance, to relinquishment of derelict vehicles. Fleet Operations also oversees the parts procurement program, the fuel program for the Agency, special events, emergency management, sign production, small equipment, recycling, vehicle sustainability, towing, accidents, training, the Agency's authorized driver, the defensive driving and as part of various Citywide initiatives the Consolidation programs with the Department of Sanitation and the Department of Environmental Protection.

POSITION TITLE

Citywide Services – Fleet Operations Intern

nyc.gov/internships

INTERNSHIP RESPONSIBILITIES

Communication: Interface with various operations teams

Operations Management: Assist in identifying workflow/system improvements and work with executive management and operations team to enact change

Accounting: Learn how fleet costs are allocated and understanding the operational impact of these costs

Data Analytics: Gathering and organizing large amounts of data into information. Quantifying information and producing reports; developing comprehensive analytical reports

Finance: Learning the how to capitalize on current assets and decide the optimal practice for the operation

Driver Safety: Understanding and mitigating risk, and recognize risk factors outlined in NYC Vision Zero initiative

Law: Understanding the impact that local, state and federal legislation has on fleet operations; intern will be a key participant in the NYC Clean Fleet initiatives as well as the Vision Zero initiatives

Public Policy: Understanding how government works, encumbering funds, decision making and how it differs from the private sector

Data Entry: Knowing how to use basic office programs such as Microsoft Word, Excel and PowerPoint. Also learning how to navigate industry standard databases and applications

Logistics: Vehicle mapping, asset management and Electric Vehicle (EV) expansion

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Desire to work with an “award winning” team
- Ability to learn
- Communication and organizational skills
- Working knowledge of Microsoft Office
- Analytical and detail oriented with a high degree of accuracy
- Ability to manage time effectively, set priorities and meet deadlines
- Proficient in Microsoft Excel
- Prior Fleet or vehicle experience not required

APPLICATION PROCESS

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

SALARY RANGE

Unpaid