

# 2017 NYC SUMMER INTERNSHIP PROGRAM

## PARKS & RECREATION-064

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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, the Mayor's office has funded a number of equity initiatives including:

#### Community Parks Initiative

NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing nearly 60 parks in neighborhoods across the city with the greatest needs—35 of which are in construction.

#### Parks Without Borders

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 public realm.

#### Anchor Parks

Under Anchor Parks, the city selected eight parks that have historically received underinvestment, high surrounding population, and potential for park development. The Anchor Parks program is part of NYC Parks Commissioner Mitchell Silver's Framework for an Equitable Future, a commitment to create thriving public spaces for all New Yorkers.

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 NYC 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 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. Our mission is to maintain one of the most efficient Fleets in the country with a focus on customer service and vehicle sustainability, and to advance our programs through innovative Fleet management strategies and new technologies.

Fleet Operations also oversees the Agency's fuel program, special events, emergency management, sign production, small equipment, vehicle sustainability, collisions, authorized driver and defensive driving program, and is part of various Citywide initiatives.

### POSITION TITLE

Fleet Operations Metrics Intern

## **INTERNSHIP RESPONSIBILITIES**

**Analytics:** Gathering and organizing large amounts of data into information. Quantifying information and producing reports; developing comprehensive analytical reports. Knowing how to use basic office programs such as Microsoft Word, Excel and PowerPoint. In addition, will assist in analyzing data for vehicle utilization and cost.

**GIS:** Analyze and correlate geographic data from a variety of sources to be linked to features. Provide graphics and maps and other related information to requested parties. Opportunity to map and analyze vehicle utilization, asset management and plan our Electric Vehicle (EV) expansion using GIS.

**Research:** Assist in identifying workflow/system improvements and work with executive management and operations team to enact change. Research best practices within the industry such as driver safety, vehicle maintenance, emerging technologies, and operations. 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. Understanding how government works, encumbering funds, decision making and how it differs from the private sector.

## **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Ability to learn
- Communication and organizational Skills
- Analytical and detail oriented with a high degree of accuracy
- Ability to manage time effectively, set priorities and meet deadlines
- Proficient in Microsoft Suite (Word, Excel, PowerPoint)
- Knowledge and ability to use ERSI's ArcGIS a plus
- Prior Fleet or Vehicle experience not required

## **APPLICATION PROCESS**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

## **SALARY RANGE**

Unpaid