

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-001-Bridges-When & Where

ADDRESS1 55 Water Street, 8th floor

ADDRESS2 New York, NY 10041

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

The engineers and inspectors of the When & Where Unit supervise the contractor's repairs structural and safety flags citywide under both marine and general repair contracts. The use of these contracts allows the unit great flexibility in deploying the contractors resources as necessary, and in obtaining a variety of construction equipment and material that are not readily available to in-house forces. In addition the unit responds to bridge emergencies providing onsite inspection to verify condition; take measurements for repairs, and providing emergency lane closures.

Review various flag packages write contraction reports, process various payments for contractors and consultants.

The student will learn basic concepts of flag repair, marine construction and processing contractor invoices. He/ she will be familiarized.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will assist in When & Where Contract Unit office processing payments, daily communications and agency personnel, contracts, and consultants, and reviewing flag packages, sketches and other contractor submissions.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Undergraduate
Major: Engineering

Knowledge of computers, makes drawing and sketches, performs mathematical calculations and participates in field survey operation.

Ability to comprehend technically oriented correspondence and sketches, good communication skills.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.38/hr

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.