

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF BUILDINGS

## DIVISION

Development Inspection Services / Development & Technical Affairs

ADDRESS1 1 Centre Street, 23rd Floor

ADDRESS2 New York, NY 10007

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

## UNIT DESCRIPTION (Max characters 1000 )

Development Inspections is responsible for construction, electrical and plumbing Inspections across all five boroughs. The Development Hub is the central unit where the decisions, policies and overall management of citywide development inspections are made.

## POSITION TITLE (Max characters 100)

Analytics Intern, Development Inspections

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

- Assist with monitoring service level activities for inspections
- Assist Unit in preparing qualitative and quantitative analysis analytical reports
- Assist in providing reports and statistics about Development Hub performance as requested
- Assist in developing and managing data queries and data sets
- Analyze, track, and report performance data
- Support project efforts
- Troubleshoot and support Inspection Ready efforts and projects
- Prepare reports and recommendations on the approval of applications
- Engage in research, investigations, studies and examinations
- May be required to go out into the field with inspectors
- Additional duties and projects as needed

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

Areas of Study: Civil Engineering or Construction Management

Skills: Strong analytical and organizational skills, excellent computer skills, proficiency using Microsoft Office, excellent written and oral communication skills, ability to work effectively with a team

Undergraduate interns must be currently enrolled in a college or university. Graduate interns must be currently enrolled, or accepted in, a graduate program.

**APPLICATION PROCESS (Max characters 700 )**

Submit your resume and cover letter, indicating the job ID, DOB-001, in the subject line, to [recruit@buildings.nyc.gov](mailto:recruit@buildings.nyc.gov). Only candidates under consideration by the hiring manager will be contacted.

**SALARY RANGE**

Undergrad: \$433.50/week Grad: \$720.50/week

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are accepted to or enrolled in an accredited degree program.

Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an Equal Opportunity Employer.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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