

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF BUILDINGS

DIVISION

Office of the Buildings Marshal / Enforcement

ADDRESS1 11 Park Place, 2nd 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)

The Office of the Buildings Marshal investigates allegations of unlicensed trade activity, including plumbing, electrical, and all other trades, as well as develops cases for both civil and criminal prosecution of bad actors. Investigators develop and analyze intelligence leads while identifying problematic external entities including fraud, nonresponsive property owners, developers and contractors. OBM coordinates departmental enforcement efforts against chronic offenders, serves as the Department's liaison to law enforcement, regulatory and health/safety agencies in the coordination of enforcement sweeps. The Unit also conducts covert inspections of illegal conversions and conducts audits of Agency approved training providers.

POSITION TITLE (Max characters 100)

Investigative Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assist investigators with complaints and cases of unlicensed contractors
- Observe hearings at administrative and criminal courts
- Write reports related to investigations and enforcement actions
- Utilize databases and spreadsheets for information pertaining to investigations and enforcement actions
- Conduct research related to investigations and enforcement actions

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

Areas of Study: Criminal justice, law, political science, criminology, emergency management, security, or police science

Skills: Excellent writing skills, strong computer skills - Microsoft Word, Excel, and Access

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-004, in the subject line, to 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.

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