

# 2014 NYC SUMMER INTERNSHIP PROGRAM

OFFICE OF DEVELOPMENT  
Building and Land Development Services (BLDS)  
100 Gold Street  
New York, NY 10038

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## AGENCY DESCRIPTION

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit [www.nyc.gov/hpd](http://www.nyc.gov/hpd).

## UNIT DESCRIPTION

Building and Land Development Services ("BLDS") is the technical division of the Office of Development responsible for providing architectural, engineering, environmental, cost valuation and construction support services for both new construction and preservation projects in various loan programs within the Office of Development. BLDS provides an array of technical services that range from design and engineering reviews, environmental reviews, and cost estimates during the pre-closing phase, to construction monitoring and post-construction inspections during the post-closing phase of a development project. BLDS provides technical support for the public-private partnerships established by the Agency and works closely with consultant architects, engineers and developers to ensure that HPD-assisted projects comply with all applicable rules, regulations, codes, and standards having federal, state, and city jurisdiction. Through a team-driven collaborative, the Division offers constructive solutions to the development team to resolve issues of non-compliance and provide quality and cost-effective designs of affordable housing developments.

## POSITION TITLE

Summer Intern

## INTERNSHIP RESPONSIBILITIES

HPD is seeking enthusiastic, talented candidates for internships in Building and Land Development Services (BLDS). Interns will provide support for various initiatives including the review of architectural plans and contract documents for compliance with federal, state, and city regulations, development of policies and procedures for the Division, research on topics related to affordable housing development, and other special projects and tasks as required. Opportunities for participating in fieldwork and building inspections may also be available.

## QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The ideal candidates should have a background in Architecture, Engineering, Environmental Planning, or Construction Management and possess strong technical, writing, and research skills. He or she should

demonstrate an ability to tackle various types of work and possess an interest in affordable housing development.

**APPLICATION PROCESS**

To apply please send resume and cover letter to Rona Reodica at reodicar@hpd.nyc.gov and to Derek Parsons at parsonsd@hpd.nyc.gov with subject line marked “BLDS Summer Intern.”

**SALARY RANGE**

unpaid

**ADDITIONAL INFORMATION / COMMENTS**

BLDS is seeking 3-4 summer interns.

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm