

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Central Development Programs

Address 1: 280 Broadway, New York, NY 10007

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Agency Description

At the NYC Department of Buildings, we are 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. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

Unit Description

Central Development Unit (CDU) provides centralized plan examination for specific work types and other small-scale work city-wide, including Antennas, Solar, Electrical Battery Storage, and Signs.

Position Title

Plan Examination Intern

Internship Responsibilities

The intern will, under direction and supervision of the Borough Commissioner.

- Conduct research for the Plan Examination team, Project Advocates, and Code and Zoning Specialists
- Participate in staff trainings
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

Preferred Qualifications:

- Ability to read and understand construction documents
- Familiarity with NYC Construction Codes and Zoning Resolution
- Familiarity with electrical systems
- Research experience and skills
- Strong written and verbal communication

Application Process

JobsNYC <https://cityjobs.nyc.gov/>

Job ID# 631716

Salary Range

\$16.00-17.50

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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