



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency	Department of Buildings	Division	Technical Affairs & Code Development
Address	280 Broadway, New York, NY 10007		
Name	Youth Engagement Team	Email	internships@buildings.nyc.gov

### 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

The Technical Affairs & Code Development division manages periodic updates to the NYC Construction Codes and Electrical Code, develops new Codes and related requirements, interprets Code provisions, and implements Code-related policies and procedures. The Engineering unit, in collaboration with the Architecture unit in the Code & Zoning Interpretation division, provides technical expertise regarding complex projects, general Code matters, Code revisions, and legislative efforts.

## Internship Position Description

Position Title	Technical Affairs Engineering Intern
Internship Responsibilities	<p>Under the direction and supervision of the Director of Engineering, the Technical Affairs &amp; Code Development Intern will:</p> <p>Assist in researching and reviewing requests for equally safe alternatives to required Code provisions.</p> <p>Research complex technical issues and respond to inquiries from engineers and architects regarding the NYC Construction Codes and other standards, often under tight deadlines.</p> <p>Assist with interpretation and cataloging of Code inquiries into the online platform.</p> <p>Obtain required design information from construction Code determination documents, including plans, specifications, reports, and other construction documents.</p> <p>Analyze statistical data obtained from specific construction Code queries.</p> <p>Provide graphic support for the unit's various presentations and internal documents.</p> <p>Assist in preparing correspondence and official documents.</p> <p>Assist in preparing reports and recommendations for improving efficiency.</p> <p>Research and review applicable referenced design standards, Codes, and other related laws and rules.</p> <p>Help develop policies and procedures for implementing new laws, rules, and Code provisions.</p> <p>Assist in reviewing calculations for applications requesting Code variances.</p>
Qualifications / Special Skills / Area of Study	<p>Major/ Field of Study</p> <p>Candidates should be majoring in Civil, Electrical, or Mechanical Engineering.</p> <p>Preferred Skills</p> <p>Strong analytical and research skills.</p> <p>Ability to work independently and collaboratively within a team.</p> <p>Strong written and verbal communication skills.</p> <p>Proficiency in technical writing and data analysis.</p>
Application Process	<p>To apply, visit <a href="https://cityjobs.nyc.gov">https://cityjobs.nyc.gov</a> and put <b>708675</b> in the search bar, and then press the magnifying glass to be directed to the posting.</p> <p>The application closes on 4/13/2025.</p>
Salary	<b><u>\$19.00hr</u></b>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

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