



# 2026 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

Agency DCAS Division FMC - CTS  
Address 1 Centre Street - 18th Floor North  
Name Cris De La Rosa Email cdejarosa@dcas.nyc.gov

### Agency Description

DCAS' mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcass](http://nyc.gov/dcass) to learn more about the work we do.

### Unit Description

DCAS' Construction & Technical Services (CTS) unit under FMC consists of a design, construction and technical team of architects, engineers, elevator mechanics, as well as project & construction managers, who provide services for time-sensitive rehabilitation, renovations and maintenance in DCAS-owned facilities and properties.

Its design team performs in-house designs, conducts field inspections and ensures design compliance with Local Laws. This team also performs reviews of design consultant drawings to assure accountability for needed renovations. The construction team manages and oversees time-sensitive construction projects to ensure daily activities comply with contract drawings, specifications, building codes, budget and time lines. This team assesses field conditions, prepares reports and coordinates meetings with contractors, consultants and in-house design crew to address variations from the original design drawings to accommodate field conditions and/or client requests.

## Internship Position Description

**Position Title** Architectural Intern (Undergraduate)

**Number of Positions** 1

We are seeking to hire an architectural student, who under general supervision, may assist to perform field and office architectural measurements, assist in the preparation of reports, scan drawings, and other similar work as required. As a trainee, the intern will be working under the guidance of a registered architect or a technical expert to gather building data and learn to review architectural plans and specifications prepared by consultant or in-house staff.

**Internship Responsibilities**

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**Qualifications / Special Skills / Area of Study** Knowledge in AutoCAD and Microsoft Office Suite.

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**How to Apply** Please email resume and cover letter to the contact person listed above.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.  
NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

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**Salary** \$17.93 p/hr

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.