Department of Design and Construction

SUMMER INTERNSHIP PROGRAM 2023

The Department of Design and Construction (DDC) serves as the City's primary capital construction project manager. We build many of the civic facilities New Yorkers use every day. We provide communities with new or renovated structures such as firehouses, libraries, police precincts, courthouses, senior centers, and more. To successfully manage our portfolio, we collaborate with other City agencies as well as with emerging and world-renowned architects and consultants. Our work doesn't stop at buildings - we also design and improve vital infrastructure. Our staff delivers roadway, sewer, and water main construction projects in all five boroughs. We provide sidewalks, street reconstruction, water mains, sewers, and pedestrian ramps - quality infrastructure that is essential for a healthy, resilient city. As our city grows, so does DDC. The Department of Design and Construction is a great place to work - cultivating intellectual inspiration, professional development, and creativity.

DDC's Summer Internship Program is an opportunity for a select group of students to gain valuable experience in the architecture, engineering, design, safety, and construction management professions within a public service context. Students will gain hands-on technical experience through specific field assignments and a mentoring relationship with senior-level technical staff. They will also have the opportunity, through a combination of seminars, site visits, and on-the-job training, to learn about the challenges of upgrading and constructing the City's public buildings and street infrastructure.

Target Audience
The program is geared toward students majoring in Engineering, Architecture, Construction Management, Urban Planning, and/or Sustainability Design, entering their Sophomore/Junior/Senior or 5th Year Program in college, or in graduate school.

Length of Program
The 10-week Internship Program begins on Monday, June 5, 2023, and ends on Friday, August 11, 2023.

Structure of Program
• Each intern is assigned to a mentor within the respective division and will be assigned to a project for the term of the program, or may rotate through different types of projects, depending upon the availability of projects.

• There will be meetings/seminars with DDC senior staff and DDC summer high school interns.

• Interns participate in Community Day, a day of service working on various projects within the City of New York.

• Field trips to significant projects, such as Willow Brook Park Flood Control (BMP); Manhattan Class Company (MCC) Theatre; and Infrastructure's capital project in Broad Channel.

Salary
• $525 per week for undergraduate students

• $770 per week for graduate students

Assignments
Students will be assigned to one of the agency's technical divisions: Infrastructure, Public Buildings, Safety and Site Support, Project Controls, Borough-Based Jails or the Alternative Delivery Program.

- Infrastructure manages the design and construction of sewer, water main, plaza, and roadway capital projects for the NYC Department of Environmental Protection and the Department of Transportation.

- Public Buildings designs, renovates, and builds libraries, museums, police precincts, and firehouses. The Architecture & Engineering (A&E) Unit provides project scope development, design review, and in-house design.

- Project Controls supports DDC in completing projects on time and on budget using industry best practices in managing costs and schedules.

- Borough-Based Jails leads the design-build effort to construct new detention centers within the boroughs of Manhattan, Queens, Brooklyn, and the Bronx, and will enable the closure of the Rikers Correctional Center.

- Alternative Delivery Program oversees the agency's initiative to adapt the agency's design-build delivery model for alternative delivery approaches.

Program Qualification Requirements
- Undergraduate students must be matriculated in an accredited college or be recent college graduates (winter/spring term of the program year).

- Graduate students must be currently enrolled in a graduate program in an accredited college, university, or law school.

- New York City residency is not required for this position.

Upon acceptance into the program and prior to your start date, you must provide a copy of the registrar's memo verifying your matriculated status. Failure to provide such documentation may result in rejection to the program.

Application Process
1. Go to **www.nyc.gov/jobs**, go to Search for Open NYC Jobs, and click on Login or Create an Account to search for Job ID # (see below) for additional information and to apply.
    a. Infrastructure Division — JOB ID # 576184 & 576207
    b. Public Buildings Division — JOB ID # 576194 & 576212
    c. Project Controls Division — JOB ID # 576196 & 576215
    d. Borough-Based Jails — JOB ID # 576200 & 576223
    e. Alternative Delivery Program — JOB ID # 576198 & 576220

2. Please indicate in your cover letter whether you will be an undergraduate or graduate-level student for the upcoming Fall 2023 term.

3. You will need to submit your unofficial transcript if you are selected for an interview.

4. **Online applications must be completed by <u>April 30, 2023</u>.**

Incomplete packages will not be considered. Please retain these pages for your records.

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.