



SUMMER INTERNSHIP PROGRAM 2024

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, construction management, safety, and project controls 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, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, or city planning 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 3, 2024, and ends on Friday, August 9, 2024.

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 DDC construction projects. Last year, our interns visited the Reconstruction of Regulator Chamber and Diversion Chamber No. 1 of Regulator HP06; The Far Rockaway Library; and Design Build Sites – such as the Shirley Chisholm Recreational Center and Brownsville Community Center.

Salary

- \$560 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 & Site Support, Project Controls, or Borough Based Jails.

- Infrastructure Division 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 Division 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.
- Safety & Site Support Division provides technical support to the construction projects via the handling of hazardous materials, environmental assessment and investigations, environmental permitting, geotechnical services, land surveying services, construction safety compliance, material testing and fabrication services, field audits, and prevailing wage compliance.
- Project Controls Division supports DDC in completing projects on time and on budget using industry best practices in managing costs and schedules.
- Borough Based Jails Program leads the design build effort to construct New Detention centers within the boroughs of Manhattan, Queens, Brooklyn, and Bronx and will enable the closure of the Rikers Correctional Center.

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 <https://cityjobs.nyc.gov/>, input the Job ID # (see below) into the search box, and click on the Apply button to follow the application prompts.
 - a. Infrastructure Division JOB ID # [622644](#) & [622645](#)
 - b. Public Buildings Division JOB ID # [622650](#) & [622648](#)
 - c. Project Controls Division JOB ID # [622656](#) & [622654](#)
 - d. Borough Based Jails Program JOB ID # [624754](#) & [622662](#)
 - e. Safety and Site Support Division JOB ID # [622652](#)
2. Please indicate in your cover letter whether you will be an undergraduate or graduate-level student for the upcoming Fall 2024 term.
3. You will need to submit your unofficial transcript if you are selected for an interview.
4. **Online applications must be completed by April 30, 2024.**

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.