



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Construction & Technical Services (CTS)

**Address 1:** 1 Centre Street

**Address 2:** New York, NY 10007, 18th Floor North

**Contact:** Cris De La Rosa

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## **Agency Description**

DCAS's 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/dcas](http://nyc.gov/dcas) to learn more about the work we do.

## **Unit Description**

Construction & Technical Services (CTS) consists of a design, construction and technical team of architects, engineers, elevator mechanics, as well as project managers who provide services for time-sensitive rehabilitation, renovations, and maintenance in City-owned 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 the 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 timelines. This team assesses field conditions, prepares reports, and coordinates meetings with contractors, consultants, and the in-house design crew to address variations from the original design drawings to accommodate field conditions and/or client requests.

The technical team manages the maintenance and surplus in City-Owned properties, handles the contracts for services including, but not limited to, interior rehabilitation and construction, sidewalk repair, fencing, demolition, erection of scaffolding; handles and maintains the design and management of site safety projects (Local Laws and Violations) and maintains and repairs all elevators, escalators, and ADA lifts throughout City-Owned buildings within the five boroughs.

The DCAS Trade Shops help with all in-house construction and repair services needed within DCAS-managed sites. The Shops perform small-scale renovations such as partitions/drywall work, rough and finish carpentry, interior/exterior painting, electrical and plumbing repairs, structural steel, concrete, and masonry work and manufacture in-house replacement of parts for obsolete equipment and locksmith services and Mayoral Ceremonies and Special Events.

**Position Title** Grad Intern - Architectural/Construction Project Manager

## **Internship Responsibilities**

1. Assist with project documentation: Help in prepare and organize project documents, such as drawings, blueprints, specifications, and contracts.
2. Conduct site visits and inspections: Accompany project managers and/or architects on site visits to observe construction progress, identify potential issues, and learn about construction methods and techniques.
3. CAD drafting: Assist in creating and modifying architectural drawings using computer-aided design (CAD) software under the supervision of experienced designers and/or architects.

4. Quantity takeoffs and estimations: Learn to perform quantity takeoffs and assist in estimating materials and costs for construction projects.
5. Research and analysis: Conduct research on building materials, construction techniques, and local building codes and regulations. Analyze data and present findings to the project team.
6. Project coordination: Assist in coordinating project activities, including scheduling meetings, communicating with contractors and subcontractors, and tracking project progress.
7. Construction administration support: Aid in reviewing shop drawings, responding to Requests for Information (RFIs), and maintaining project documentation during the construction phase.
8. Participate in design charrettes: Join design charrettes and/or brainstorming sessions to contribute ideas and concepts for architectural design projects.
9. Safety and quality assurance: Learn about safety protocols and quality control measures on a construction site. Assist in monitoring safety practices to help ensure compliance with quality standards.
10. Client interaction and communication: Gain experience in communicating with clients, consultants, and stakeholders. Assist in preparing meetings presentations and reports.
11. Documentation and archiving: Help in organizing and maintaining project files, including drawings, correspondence, and other project-related documents, both in physical and digital formats.
12. Professional mentorship: Seek guidance and feedback from experienced professionals in the team. Take initiative to ask questions, seek learning opportunities, and actively participate in team discussions.

### **Qualifications/Special Skills/Area of Study**

The ideal candidate should be enrolled in a graduate program related to construction and/or architecture, pursuing a degree in architectural design, construction management or any related field. The following is a list of preferred skills by the qualified candidate:

- attention to detail and organizational skills
- strong abilities and effective communication skills
- preferred proficiency in CAD software
- possessing of technical drawing skills
- familiarity with architectural drafting principles
- knowledge of construction administration processes
- strong interpersonal skills
- minimum GPA of 3.0.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Cris De La Rosa at: [cdelarosa@dcas.nyc.gov](mailto:cdelarosa@dcas.nyc.gov).

Please write "**Summer Internship – CTS**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

**Salary Range** \$21 per hour - Graduate Intern

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

Internships are available between May and September for a maximum duration of thirteen (13) weeks.