

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Code and Zoning Interpretation

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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 Code & Zoning Interpretation Unit is responsible for the interpretation of the NYC Construction Codes, NYC Electrical Code, NYC Zoning Resolution, NYS Multiple Dwelling Law, and related laws and rules. The unit responds to interpretation requests, trains examiners on code and zoning, and manages appeals of determinations made by the borough offices.

Position Title

Code and Zoning Interpretation Intern

Internship Responsibilities

- Assist with coordinating code development meetings, and following up in a timely manner on matters requiring further action
- Assist with the creation of technical material for code committee review

- Tracking code committee progress
- Assist with coordinating training sessions for industry stakeholders, DOB and other city-wide staff regarding code
- Assist with creation and maintenance of databases, spreadsheets and tracking systems, tables, charts, graphs, and presentations related to code development
- Drafting meeting summaries and status reports for tracking purposes; preparing documents for local law formatting
- Performing research regarding national standards and codes of other jurisdictions
- Scheduling and attending meetings, including intra-agency, division, and industry

Qualifications/Special Skills/Area of Study

Minimum Requirements: Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year

Preferred Qualifications:

Demonstrated interest in one or more of the following areas:

- Architecture
- Engineering
- Public Administration
- Political Science
- Urban Studies
- or a Related field

Application Process

<https://cityjobs.nyc.gov/>

Job ID# 631630

Salary Range

\$16.00-17.50

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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