



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Enforcement Inspections

**Address 1:** 280 Broadway, NY, NY 10007

**Address 2:** Input Address 2

**Contact:** Department of Buildings

**Email:** Internships@buildings.nyc.gov

**Phone:** N/A

## **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 Construction Enforcement Inspections unit responds to public complaints and inter-agency referrals regarding illegal construction, structural stability, and building use throughout the City. Field personnel inspect the construction of new buildings and major alterations to existing structures for conformity to the approved plans, applicable legislation, current safety standards, and the NYC Construction Codes and Zoning Resolution. Staff are assigned to each borough office.

**Position Title** Construction Inspector

## **Internship Responsibilities**

The Construction Enforcement Intern provides inspectorial, analytic, and administrative support to the Construction Enforcement Inspections unit, helping the unit fulfill its public safety mission. Intern will:

- Participate in ride-a longs with Inspectorial staff throughout the 5 boroughs
- Conduct digital research on applications and buildings
- Assist inspectorial staff in documenting inspection findings in written and photographic form
- Assist inspectorial staff in preparing violations and all related documentation in order to prosecute the violating condition(s)
- Accompany Inspectorial staff to OATH Hearings as an observer
- Provide administrative office support of inspections operations

## **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 Majors:** Architecture, Architectural Technology, Civil Engineering, Engineering Technology, Construction Management, or a related field

- Familiarity with data analysis
- Proficient in Microsoft Excel

## **Application Process**

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

Job ID: 631679

**Salary Range** \$16.00 – \$17.50

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

*Additional Information / Comments (Max characters 700)*

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