

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Enforcement Inspections

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

**Contact:** Department of Buildings

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**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 Real Time Enforcement unit conducts inspections of certain occupied multiple dwellings pursuant to Local Law 188 of 2017.

## **Position Title**

Construction Inspection Intern

## **Internship Responsibilities**

The Real Time Enforcement unit conducts inspections of certain occupied multiple dwellings pursuant to Local Law 188 of 2017.

- 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

### **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

- OSHA 10 or OSHA 30 preferred

### **Application Process**

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

Job ID #: 631601

**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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