

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Construction Safety

Address 1: 11 Park Place, New York, NY 10007

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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 Construction Safety division manages the development of safety standards and guidance; analyzes the Department's and industry safety practices; engages with internal and external stakeholders on safety matters; performs proactive compliance inspections and responds to complaints at sites that are required to have a Site Safety Manager (SSM), Site Safety Coordinator (SSC), or Construction Superintendent (CS), as well as low rise and high-rise demolitions and excavations; performs neighborhood, building class, and bad actor sweeps; and reviews requests to rescind stop work orders (SWOs).

Position Title

Construction Safety Intern

Internship Responsibilities

The Construction Safety Intern provides inspectorial, analytic, and administrative support to the Construction Safety Division helping to 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
- OSHA 10 or OSHA 30 preferred

Application Process

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

Job ID #: 631703

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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