

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Enforcement

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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 Asbestos Technical Review Unit (A-TRU) is a unit at the Department of Environmental Protection (DEP) with the participation of the Department of Buildings (DOB). DOB staff assigned to A-TRU are responsible for the technical review and approval process for asbestos projects, technical reports (ex. A-TR1), and variance applications submitted by the regulated community to ensure regulatory compliance.

Position Title

Plan Examination Intern, A-TRU

Internship Responsibilities

The Plan Examination Intern will, under direction and supervision of Senior Plan Examiner:

- Conduct initial review of A-TRU applications, draft approval documents.
- Conduct review of variance applications
- Log the number of Asbestos Reporting and Tracking System (ARTS) files reviewed.
- Assist Senior Plan Examiner with organizing and saving the review permits and files in the shared folder.
- Attend inter-agency meetings between DOB and DEP.

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.

- Areas of study:
 - Architecture
 - Architectural Technology
 - Civil Engineering
 - Civil Engineering Technology
 - Mechanical Engineering
 - Mechanical Engineering Technology
 - Related Field

Preferred Qualifications:

Demonstrated interest in one or more of the following areas:

- Architecture
- Engineering
- Computers
- Planning

Strong organizational skills

Motivation to learn

Application Process

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

Job ID #: 631720

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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