

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Queens Borough Office

Address 1: 120-55 Queens Blvd, Jamaica, NY 11424

Contact: Department of Buildings

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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 Queens Plan Examination performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Position Title

Plan Examination Intern

Internship Responsibilities

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review

- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

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
- Architectural Technology
- Civil Engineering
- Civil Engineering Technology

Understands plans

Research experience and skills

Strong written and verbal communication

Application Process

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

Job ID# 631685

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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