

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Structural Engineering Compliance

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

**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 Structural Engineering Compliance (SEC) division comprises consists of:

1. Forensic Engineering unit (FEU), 2. Concrete Enforcement Inspections unit (CEU), 3. Façades & Local Law (Façade Inspection & Safety Program - FISP/ LL), 4. Parking Structures team, 5. Retaining Walls team and 6. Structurally Compromised Buildings team.

The six units and teams within SEC are staffed by engineers, architects, inspectors, and administrators and cover important public safety work. They are mostly legislative, that is, Department functions mandated by NYC laws.

**Position Title** Structural Engineering Compliance Intern

## **Internship Responsibilities**

The Structural Engineering Compliance Intern will, under direction and supervision of a Professional Engineering or Registered Architect, will be responsible for the following:

- Participate with on site evaluation of structural faults and cracks and determination of building safety.
- Historic building research and its application to new building construction or alteration with a concentration on 19<sup>th</sup> Century buildings.
- Historic research as it relates to retaining walls.
- Participate with on site evaluation of retaining walls in order to perform a rapid evaluation of the retaining wall, determine height of retaining wall, and whether the retaining wall is fronting a public right of way.
- Assist in engineering review of structural plans.
- Assist in writing engineering reports.
- Hand drafting of building floor plans and elevations.
- Participate in analysis of structures.
- Review plans and calculations in conjunction with Forensic, Façade, Retaining Walls, Parking Structures, and Concrete Professional Engineers.
- Prepare in inspection of unsafe buildings which leads to the demolition of these buildings.
- Conduct site surveys using transits, laser levels and tape measures.
- Participate in the inspection of building façades.
- Participate in concrete inspection and parallel testing of concrete structures.
- Provide graphic support to various Structural Engineering Compliance presentations.
- Participate in administrative tasks related to our Building Information System.

### **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:
  - Civil Engineering
  - Civil Engineering Technology
  - Construction Management
  - Related field

### **Preferred Skills:**

Demonstrated interest in one or more of the following areas:

- Forensic Engineering
- Building Façades
- Parking Structures
- Retaining Walls
- Compromised Buildings
- Ability to follow directions and unit SOPs, work independently, and collaborate effectively with others
- OSHA 10-Hour or OSHA 30-Hour preferred

## **Application Process**

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

Job ID# 631728

## **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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