

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Technical Affairs and Code Development

**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 Engineering unit, in collaboration with the Architecture unit in the Code & Zoning Interpretation division, provides technical expertise regarding complex projects, general code matters, code revision, and legislative efforts.

## **Position Title**

Technical Affairs Intern, Engineering

## **Internship Responsibilities**

-Assist in researching and reviewing requests to provide equally safe alternatives to required code provisions

- Assist in researching complex technical issues and responding to inquiries submitted by engineers and architects regarding the NYC Construction Codes, and other standards, often under tight deadlines
- Assist with interpretation and cataloguing of Code Inquiries into the online platform
- Obtaining required design information from construction code determination documents including plans, specs, report, and other construction documents
- Data analysis and interpretation of statistical data obtained from specific construction code queries.
- Provide graphic support to the Unit's various presentations and internal documents; assist in preparing correspondence
- Assist in the preparation of reports and recommendations for improving efficiency
- Assist in researching and reviewing applicable referenced design standards, codes, and other related laws and rules
- Assist in developing policies and procedures for implementation of new laws, rules, and code provisions
- Assist in calculation reviews of applications for code variances

### **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 of Civil, Electrical or Mechanical Engineering

### **Application Process**

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

Job ID #: 631712

### **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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