2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Technical Affairs and Code Development

Address 1: 280 Broadway, NY, NY 10007

Contact: Department of Buildings

Email: Internships@buildings.nyc.gov

Phone: N/A

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 Technical Affairs & Code Development division is responsible for managing the periodic update of the NYC Construction Codes and Electrical Code, development of new codes and related requirements, interpretation of code, and the development and implementation of code-related policies and procedures. 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

Internship Responsibilities

The intern will assist Director, Office of Technical Certification and Research (OTCR) in technical, non-technical, and operational matters. Intern will:

-Assist in Code, Zoning and Multiple Dwelling Law Technical Matters in the following areas: Technical Writing, Setting up tracking of Determinations in a database platform and Microsoft Excel

-Assist with the creation and maintenance of databases, spreadsheets and tracking systems, tables, charts, graphs, and presentations related to code development

-Scheduling and attending meetings, including intra-agency, division, and industry

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.

- Engineering, Architecture, or other Applied Science background
- Strong written skills (experience writing technical papers preferred)
- Flexible and organized
- Excellent problem-solving skills

Application Process

JobsNYC https://cityjobs.nyc.gov/

Job ID #: 631616

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.

nyc.gov/dcassip