

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Development and Technical Affairs

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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 Cost Validation unit provides ongoing technical support to plan examination units, conducts internal training of plan examiners, monitors the professional certification program, and, through regular audits and monitoring, ensures that accurate project permit fees due to the City are collected for alteration applications. The unit also periodically updates cost valuation methods and work scope costs for alterations.

Position Title

Technical Audit Intern

Internship Responsibilities

The Intern will review applications to evaluate the Department's current plan examination practices in order to suggest improvements to application review and approval standards. A critical goal of this monitoring program is to build technical expertise within the agency to support its long-term objectives of high quality, best-in-class service, and construction safety.

- Assist in developing construction projects risk-based model, establish project guidelines for submission requirements, and plan review standards as citywide standards

- Assist in the implementation, investigation and reporting of issues needing resolution for program improvement and provide technical support to users to guide, resolve and improve the process

- Assist in developing and implementing enforcement actions necessary for the collection of alteration application fees due to the Department

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.

- Should be majoring in Civil Engineering, Civil Engineering Technology, Architecture, Architecture Technology, or related field

Application Process

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

Job ID# 631622

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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