

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF BUILDINGS

DIVISION

Development Hub / Development & Technical Affairs

ADDRESS1 80 Centre Street, 3rd Floor

ADDRESS2 New York, NY 10007

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Buildings is 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. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

UNIT DESCRIPTION (Max characters 1000)

The Development Hub is a state-of-the-art review center equipped with large television screens, smart boards, and webcams, to accelerate the approval process for construction projects throughout the City. Design professionals electronically submit applications and construction plans to the Department. Plan examiners and applicants review plans virtually using online meeting software. The Development Hub reviews New Buildings and Alteration Type 1 plans.

POSITION TITLE (Max characters 100)

Technical Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Research and prepare Code and Zoning determinations for the Borough Commissioner
- Assist with the examination of applications submitted; review with an examiner or the Borough Commissioner for completeness and accuracy
- Attend training sessions on Building Code and other seminars
- Attend Consultations and Design Professional Presentations to observe and gain an understanding of the project details prior to review

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Areas of Study: Architecture, engineering, or urban planning
Skills: Problem solving, analytic thinking, detail-orientated, excellent communication skills
Undergraduate interns must be currently enrolled in a college or university. Graduate interns must be currently enrolled, or accepted in, a graduate program.

APPLICATION PROCESS (Max characters 700)

Submit your resume and cover letter, indicating the job ID, DOB-00X, in the subject line, to recruit@buildings.nyc.gov. Only candidates under consideration by the hiring manager will be contacted.

SALARY RANGE

Undergrad: \$433.50/week Grad: \$720.50/week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

There are two positions available.

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are accepted to or enrolled in an accredited degree program.

Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an Equal Opportunity Employer.

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