



Hello,

The Department of Buildings' Youth and Industry Engagement Team thanks you for your interest in the Summer 2023 Graduate school level Internship positions.

Attached are all the 2023 Summer Grad school level positions available at the Department of Buildings. Please use the job IDs associated with each position description when applying through nyc.gov/jobs

If you have any questions or concerns, please email internships@buildings.nyc.gov

The following positions descriptions can be found in this brochure as well as on nyc.gov/jobs by searching the specific Job ID:

Summer 2023 Graduate Intern Positions

DOB Intern Position Title	Bureau	DOB Unit	Student Level	Job ID
Investigative Intern	Office of the First Deputy Commissioner	Internal Affairs and Discipline (IAD)	Grad Student	581075
Records Management Intern	Finance and Administration	Asset Management	Grad Student	581133
Legal Intern, Loft Board	External Affairs	Loft Board	Grad Student	581101
Sustainability Policy Intern	Sustainability	Sustainability, Policy, Legal Affairs	Grad Student	582208

Investigative Intern, Internal Affairs & Discipline

[Use Job ID: 581075 to Apply](#)

About Us

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.

About the Team

The Internal Affairs & Discipline (IAD) unit manages non-criminal allegations of employee misconduct; identifies, investigates, and disciplines low performing employees and those who engage in misconduct; conducts background investigations on newly-hired and prospective Department employees; provides mandatory integrity training to new employees; and conducts routine quality assurance checks of inspectors in the field. Additionally, the unit works closely with the Department of Investigation (DOI) to help maintain the integrity of the Department.

Responsibilities

- Assist investigative staff in managing caseloads involving complaints of employee misconduct and conducting employee background investigations
- Receive, draft, and report complaints taken from the general public, 311, DOB employees, and referrals from other government agencies
- Draft summaries, research memoranda, and other lengthy reports
- Perform special projects assigned by the Director or Deputy Director

Qualifications

- Major: Law, Criminal Justice, related field
- Excellent written, verbal, and analytical skills
- Attention to detail
- Ability to use discretion and maintain confidentiality

Minimum Qual Requirements

As of June of the Program year the prospective interne must be a student matriculated in a college or be a recent college graduate (winter/spring term of the Program year).

NOTE: Appointment to this title is only valid for the duration of the Program, June - August each year.

Legal Intern, NYC Loft Board

[Use Job ID: 581101 to Apply](#)

About Us

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About the Team

In 1982 the New York State Legislature enacted Article 7-C of the Multiple Dwelling Law. This law, known as the New York City Loft Law, also established the New York City Loft Board. The purpose of the law is to regulate the legal conversion of certain loft units in the city from commercial/manufacturing use to residential use. The New York City Loft Board oversees the conversion of Interim Multiple Dwelling (IMD) buildings to safe residences and compels landlords to bring these spaces up to the minimum standards of the NYS Multiple Dwelling Law and the NYC Construction Codes.

Responsibilities

- Researching Loft Board and court cases
- Attending and participating in “Narrative Statement Conferences” which involve negotiations between landlords and tenants
- Drafting Proposed Orders to the Loft Board based on settlements or reports and recommendations
- Briefing Board members on cases and attending Board meetings
- Drafting legal memos on issues relating to the Loft Law
- Observing conferences and trials at the Office of Administrative Trials and Hearings
- Investigating complaints and where warranted, drafting pleadings in enforcement actions.

Qualifications

- Applicant must be a 2nd or 3rd year law student
- Strong written and verbal skills
- Excellent research skills
- Works well under pressure to meet deadlines

Minimum Qual Requirements

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

Records Management Intern

[Use Job ID: 581133 to Apply](#)

About Us

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About the Team

The Records Management unit is responsible for the development of and monitoring compliance with standards and procedures for the timely maintenance, preservation, servicing, and disposal or transfer of all records created by the Department.

Responsibilities

- Revision of the Records Retention Schedule
- Developing digital records programs
- Inventorying and digitizing historical records
- Researching and preparing grant opportunities
- Preparing items for off-site storage
- Coordinating with the Department of Records and Information Services (DORIS) and other entities

Qualifications

- Strong writing, problem solving and analytical skills
- Proficiency in MS Office Suite including Excel, MS Word, PowerPoint
- Ability to communicate effectively

Minimum Qual Requirements

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

Sustainability Policy Intern

Use Job ID: 582208 to Apply

About Us

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About the Team

The Sustainability Policy and Legal Affairs unit assists the Sustainability Bureau in the development and implementation of policy initiatives, local laws, rules related to Local Law 97, the Energy Code, other sustainability legislation and issues. For attorneys and policy and data analysts in the unit, such support includes legal and policy research, policy development, drafting rules and legislation, writing policy and legal memoranda, determining processes to implement rules and legislation, data analysis, data modeling, financial analysis, negotiating settlements, representing DOB at OATH hearings, and compliance report review. The unit's work is integral to the implementation of Local Law 97 of 2019, which will help NYC achieve its greenhouse gas emissions reductions required by local and state law and committed to in the city's long-term sustainability plans.

Responsibilities

Join the fight against climate change and take advantage of a unique opportunity on the cutting edge of climate policy at the New York City Department of Buildings (DOB). DOB has an essential role in implementing New York City's ground-breaking climate policies, including Local Law 97, which significantly reduces greenhouse gas emissions from the city's largest buildings. DOB's Bureau of Sustainability is actively developing the policies and regulations needed to advance New York City's climate goals. In a city where buildings contribute nearly three-quarters of our greenhouse gas emissions, a focus on efficiency, building energy usage, and decarbonization is critical. DOB is committed to becoming the nation's premier municipal building organization, enhancing the quality of life for all New Yorkers, and making our city a safer and healthier place to live. Become a member of DOB's Bureau of Sustainability team and make a real difference. Responsibilities include:

- Conduct policy research in support of Sustainability team initiatives
- Analyze federal, state, local, and international policy
- Draft and edit policy memos, external communications and educational materials, and responses to letters and other inquiries
- Assist in the development of building sustainability policy
- Work collaboratively with all members of the Sustainability team and with agency colleagues and partners
- Actively undertake and participate in special projects and assignments
- Any other duties as assigned

Qualifications

- Major or minor (or declaration thereof) in political science, public policy, sustainability, earth sciences, or environmental sciences, or a related field
- Excellent writing and critical thinking and analytical skills
- Ability to demonstrate initiative, resourcefulness, and the ability to work independently and as part of a team on multiple assignments with minimal supervision
- Interest in sustainability, climate change, and/or the New York City government and civil society landscape
- Proficiency in Microsoft Office programs

Minimum Qual Requirements

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.