



Hello,

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

Attached are all the 2023 Summer Undergrad 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 Undergraduate Intern Positions

DOB Intern Position Title	DOB Unit	Student Level	Job ID
Investigative Intern	Internal Affairs and Discipline (IAD)	Undergraduate	581061
Construction Inspection Intern	Construction Enforcement Inspections	Undergraduate	581078
Investigative Intern, Licensing Backgrounds	Licensing Background Unit	Undergraduate	581120
Concrete Enforcement Engineering Intern	Concrete Enforcement Engineering	Undergraduate	581126
Engineering Intern, Cranes & Derricks	Cranes and Derricks	Undergraduate	581079
Plan Examination Intern	Brooklyn Plan Examination	Undergraduate	581104
Customer Service Quality Performance Intern	Customer Service	Undergraduate	581730
Energy Code Intern	Energy Code Compliance	Undergraduate	581136

System Production Support Intern	Business Support Services (BSS)	Undergraduate	581734
Electrical Plan Examination Intern	Electrical Plan Examination	Undergraduate	581083
Plan Examination Intern	Staten Island Plan Examination	Undergraduate	581087
Facilities Management Intern	Asset Management	Undergraduate	581144
Technical Audit Intern	Cost Validation	Undergraduate	581091
Technical Affairs Intern	Technical Affairs and Code Development	Undergraduate	581093
Plan Examination Intern	Manhattan Plan Examination	Undergraduate	581097
Construction Inspection Intern	Real Time Enforcement	Undergraduate	581147
Plan Examination Intern	Queens Borough Office	Undergraduate	581112
Forensic Engineering Intern	Forensic Engineering	Undergraduate	581099
Retaining Walls Intern	Structural Engineering Compliance	Undergraduate	581755
Plan Examination Intern	Development Hub	Undergraduate	581116
Code Development Intern	Code Development	Undergraduate	581756
Code and Zoning Interpretation Intern	Code and Zoning Interpretation	Undergraduate	581760
Plan Examination Intern	Bronx Plan Examination	Undergraduate	581108

Code and Zoning Interpretation Intern

Use Job ID: 581760 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 Code & Zoning Interpretation unit is responsible for the interpretation of the NYC Construction Codes, NYC Electrical Code, NYC Zoning Resolution, NYS Multiple Dwelling Law, and related laws and rules. The unit responds to interpretation requests, trains examiners on code and zoning, and manages appeals of determinations made by the borough offices.

Responsibilities

- Assist with coordinating code development meetings, and following up in a timely manner on matters requiring further action
- Assist with the creation of technical material for code committee review
- Tracking code committee progress
- Assist with coordinating training sessions for industry stakeholders, DOB and other city-wide staff regarding code
- Assist with the creation and maintenance of databases, spreadsheets and tracking systems, tables, charts, graphs, and presentations related to code development.
- Drafting meeting summaries and status reports for tracking purposes; preparing documents for local law formatting
- Performing research regarding national standards and codes of other jurisdictions
- Scheduling and attending meetings, including intra-agency, division, and industry

Qualifications

- Should be majoring in Architecture, Engineering, Public Administration, Political Science, Urban Studies, or a related field

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.



Code Development Intern

Use Job ID: 581756 to Apply

About Us

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About the Team

The Code Development unit is responsible for managing the periodic update of the NYC Construction Codes and Electrical Code, development of new codes and related requirements (ex. NYC Existing Buildings Code) and maintaining the Department's library of reference standards. The unit coordinates technical, advisory, and managing committees, which are each composed of approximately 20 to 50 external subject matter experts and stakeholders from industry, labor, real estate, City agencies, design professionals, and Department staff.

Responsibilities

- Assist with coordinating code development meetings, following up on matters requiring further action
- Assist with the creation of technical material for code committee review
- Tracking code committee progress
- Assist with coordinating training sessions for industry stakeholders, DOB and other city-wide staff regarding code
- Assist with the creation and maintenance of databases, spreadsheets and tracking systems, tables, charts, graphs, and presentations related to code development.
- Draft meeting summaries & status reports for tracking purposes; prepare documents for local law formatting
- Performing research regarding national standards and codes of other jurisdictions
- Scheduling and attending meetings, including intra-agency, division, and industry

Qualifications

- Should be majoring in Architecture, Engineering, Public Administration, Political Science, Urban Studies, or a related field

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).

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Concrete Enforcement Engineering Intern

[Use Job ID: 581126 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 Concrete Enforcement Unit performs engineering reviews and field response for concrete related projects. The intern will be working under the supervision of a licensed professional engineer to assist with code compliance structural engineering reviews that focus on concrete construction.

Responsibilities

Under the supervision of a professional engineer:

- Review structural drawings with a focus on concrete construction
- Assist with site visits
- Violation writing and evidence packet production
- Code research
- Building and application research
- Be introduced to structural analysis basic items
- Provide graphic support for various presentations and internal documents
- Participate in administrative tasks
- Assist in writing technical reports

Qualifications

- Majors: Civil Engineering / Structural Engineering, or related field
- Civil Engineering coursework
- OSHA 30-hour training (preferred)

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.

Construction Inspection Intern (Construction Enforcement)

Use Job ID: 581078 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 Construction Enforcement Inspections unit responds to public complaints and inter-agency referrals regarding illegal construction, structural stability, and building use throughout the City. Field personnel inspect the construction of new buildings and major alterations to existing structures for conformity to the approved plans, applicable legislation, current safety standards, and the NYC Construction Codes and Zoning Resolution. Staff are assigned to each borough office.

Responsibilities

The Construction Enforcement Intern provides inspectorial, analytic, and administrative support to the Construction Enforcement Inspections unit, helping the unit fulfill its public safety mission. Intern will:

- Participate in ride-a longs with Inspectorial staff throughout the 5 boroughs
- Conduct digital research on applications and buildings
- Assist inspectorial staff in documenting inspection findings in written and photographic form
- Assist inspectorial staff in preparing violations and all related documentation in order to prosecute the violating condition(s)
- Accompany Inspectorial staff to OATH Hearings as an observer
- Provide administrative office support of inspections operations

Qualifications

- Major: Architecture, Architectural Technology, Civil Engineering, Engineering Technology, Construction Management, or a related field
- Familiarity with data analysis
- Proficient in Microsoft Excel

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).

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Construction Inspection Intern (Real Time Enforcement)

[Use Job ID: 581147 to Apply](#)

About Us

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About the Team

The Real Time Enforcement unit conducts inspections of certain occupied multiple dwellings pursuant to Local Law 188 of 2017.

Responsibilities

- Participate in ride-a longs with Inspectorial staff throughout the 5 boroughs
- Conduct digital research on applications and buildings
- Assist inspectorial staff in documenting inspection findings in written and photographic form
- Assist inspectorial staff in preparing violations and all related documentation in order to prosecute the violating condition(s)
- Accompany Inspectorial staff to OATH Hearings as an observer

Qualifications

- Major: Architecture, Architectural Technology, Civil Engineering, Engineering Technology, Construction Management, or a related field
- Familiarity with data analysis
- Proficient in Microsoft Excel
- OSHA 10-Hour or OSHA 30-Hour Training Certification (preferred)

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).

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Customer Service Quality Performance Intern

[Use Job ID: 581730 to Apply](#)

About Us

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About the Team

The Quality Performance team in the Customer Service division coordinates training of unit staff, performs quality assurance and oversight of operations and digital support activities, analyzes system issues and identifies gaps in knowledge and business processes.

Responsibilities

The intern will be assisting with quality control/performance for customer service contact knowledge base and newly developed AI chat system.

- Consolidating and revising all existing resources and researching new updates for the contact center knowledge base.
- Maintain, update, and optimize the knowledge base based on user feedback, analyzing knowledge gaps and AI chat usage.
- Assist with creating training/informational videos and content

Qualifications

- Excellent written and verbal communication skills
- Strong computer skills
- Ability to learn and support new systems and applications
- Strong skills in troubleshooting, problem-solving and identifying root cause issues, reporting
- Excellent organizational skills
- Ability to work successfully in a team environment and comfortable working independently
- Familiarity with using an AI chat system
- Preferred Areas of Study: Business, Communications, Information Technology, Computer Science, Management information systems and related fields

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).

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Electrical Plan Examination Intern

[Use Job ID: 581083 to Apply](#)

About Us

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About the Team

The Electrical Plan Examination unit examines design and/or equipment plans and specifications for the installation of electrical systems 1,000 kVA and above.

Responsibilities

Under direct supervision of the Assistant Chief Plan Examiner, Electrical (Rasha Khobrial), you will:

- Assist in examination and review of design and/or equipment plans and specifications for the installation of electrical systems 1,000 kVA and above, or at 600V or greater, under the jurisdiction of the Department of Buildings to note compliance with and violation of 2011 NYCEC and Construction Code provisions and other pertinent codes and regulations regarding structures, materials, application and method of construction
- Learn Construction Code, Zoning Resolution and other rules, regulations, and legislation as they apply to the legality of proposed building construction, alteration or repair, including all Energy Code requirements
- Assist in communicate with the applicant to facilitate the granting of approvals according to NYC electrical code & NEC including setting up meetings with the applicant for additional information needed
- Assist in prepare reports and recommendations on the approval of applications
- Engage in research, investigations, studies and examinations related to the National Electrical Code
- Work on additional duties and projects as needed

Qualifications

- Majors: Electrical Engineering, or related field
- Working knowledge of the NYC Construction Code and Zoning Resolution
- Excellent written and verbal communication skills
- Organized

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).

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Energy Code Intern

[Use Job ID: 581136 to Apply](#)

About Us

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About the Team

The Bureau of Sustainability is responsible for the enforcement of the Sustainability local laws as well as the development and maintenance of the New York City Energy Conservation Code. The primary goal of the Energy Code Compliance unit is to effectively review construction documents for compliance with the New York City Energy Conservation Code. This unit is responsible for the development and periodic revision of the NYC Energy Conservation Code (Energy Code) and performs Energy Code plan examination.

Responsibilities

Under close supervision of our Director for Energy Code Compliance, you will:

- Assist with the research and review of code requirements, including research and benchmarking of code requirements in other jurisdictions.
- Assist with the review of applications for construction in regard to their compliance with the Energy Code.
- Assist with outreach on energy code requirements for Energy Code revision.
- Assist with updating of rules and materials related to the Energy Code.
- Assist with research and analysis of application trends, such as performance of buildings following the energy modeling compliance path.
- Assist with validation of COMcheck or REScheck reports submitted by applicants to verify compliance.

Qualifications

- Mechanical/Electrical Engineering or related coursework

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).

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Engineering Intern, Cranes & Derricks

Use Job ID: 581079 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 Cranes and Derricks (C&D) Unit's mission is to ensure that all cranes and hoisting work is performed safely as per manufacturer recommendations and best industry practices, while maintaining the requirements of the NYC Building Code and rules promulgated by the Commissioner. The Unit is comprised of engineers and inspectors who are trained by crane manufacturers from around the world and is supported by administrative staff.

Responsibilities

This position will assist plan examination and inspection units in reviewing cranes applications, inspections technical reports as well as:

- Assist the Unit's plan examination team in the review of Suspended Scaffold and simple mobile crane applications filed with the Department of Buildings to ascertain compliance with Building Codes or other related building laws enforced by DOB.
- Prepare lists of objections identified during the initial review of above applications.
- Assist the Assistant Chief Plan Examiner or Chief Plan Examiner in the research, data statistics for preparation of Unit's performance reports.
- Assist the Unit's Inspection team in the review, organizational & filings of inspection reports.
- Decipher design information on cranes, derricks and other hoisting machines
- Assist in research of historic applications (Prototype, CD, CN)
- Assist in developing policies and procedures for implementation of new laws, rules, and code provisions

Qualifications

- Majors: Civil Engineering, Mechanical Engineering, Engineering Technology or related field

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).

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Facilities Management Intern

[Use Job ID: 581144 to Apply](#)

About Us

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About the Team

Asset Management is responsible for managing the Agency's property portfolio. The Unit manages space acquisition facility build-out projects, DOB fleet, equipment distribution, inventory ordering and database tracking, telecommunications, office/mailroom services and executive reception. Asset Management encompasses: Facilities, Fleet, Materials Management, and Office Services.

Responsibilities

- Assisting in other areas of Asset Management including but not limited to Fleet Administration, Office Services, and Facilities as required on staff/unit relocations to provide supplies, logistical support and/or other needed items
- Assist with organizing files, databases, finding addresses, keeping Excel spreadsheets or similar for special projects
- Tracking of communications received via several unit Inboxes, manage, and respond to emails to Facilities Help Desk
- Coordinate event set up as requests are made to the Facilities Help Desk
- Coordinate space reservations for Agency events
- Assist with space planning, seating inventory, and floorplans
- Interfacing with Agency employees and providing optimal customer service
- Maintaining inventory database, Fleet tracking software and Fleet Roster
- Liaison to Procurement and Budget as it relates to tracking unit Purchase Request
- Research into product information, pricing and coordinate deliveries
- Assisting staff with issuing, distributing Agency ID cards and maintaining ID system database

Qualifications

- Should be majoring in Business Communications, Human Resources Management, Business Management, or a related field
- Strong computer skills and customer service skills
- Multitasker and goal oriented
- Must be proficient in Microsoft Application such as Word, Outlook, Access, and Excel

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).

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Forensic Engineering Intern

[Use Job ID: 581099 to Apply](#)

About Us

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About the Team

The Forensic Engineering unit (FEU) responds in real time to construction related injuries, fatalities, fire damage, egress issues, and collapsed buildings or buildings in imminent danger of collapse. The unit provides engineering expertise and coordinates with other agencies.

Responsibilities

FEU interns, under the direction of FEU engineers, will learn how to research the history of buildings using different tools, accompany the engineers on site visits, and assist the FEU engineer in the preparation of reports. Interns will have the opportunity to cross train with other units within Investigative Engineering Services in order to gain better knowledge and understanding for engineering and construction safety. Interns will:

- Use interactive mapping tools (ex: ArcGIS & Cyclomedia) to identify buildings of special concern
- Locate low rise buildings with sidewalk sheds and identify underlying conditions causing the shed to be in place.
- Learn to identify façade and structural defects on low-rise buildings and mark for inspection.
- Identify buildings of a specific occupancy and open roofs (as structurally compromised buildings)
- Historic Building research as it relates to low-rise buildings.
- Assist in engineering review of structural plans and writing engineering reports
- Participate in analysis of structures.
- Review plans and calculations in conjunction with Professional Engineers.
- Participate in administrative tasks related to our Building Information System.

Qualifications

- Major: Civil Engineering, Civil Engineering Technology, Construction Management Technology, Architecture, Architectural Technology, or related field
- Interest in engineering and/or architecture
- Computer skills

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).

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Investigative Intern, Internal Affairs & Discipline

[Use Job ID: 581061 to Apply](#)

About Us

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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).

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Investigative Intern, Licensing Backgrounds

[Use Job ID: 581120 to Apply](#)

About Us

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About the Team

The Licensing Background unit performs background investigations on applicants for licenses.

Responsibilities

Under supervision of the Deputy Director, Licensing Backgrounds and Licensing Background Investigators, interns will assist with the following:

- Research, request and obtain relevant documentary evidence from individuals and businesses
- Utilize electronic research databases to investigate pending applicants
- Utilizes computer systems to assist in the processing of investigations and maintain case records
- Respond to, and address written and verbal inquiries from the public

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

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).

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Plan Examination Intern (Bronx Plan Examination)

[Use Job ID: 581108 to Apply](#)

About Us

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About the Team

This unit performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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).

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Plan Examination Intern (Brooklyn Plan Examination)

[Use Job ID: 581104 to Apply](#)

About Us

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About the Team

This unit performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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).

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Plan Examination Intern (Development Hub)

[Use Job ID: 581116 to Apply](#)

About Us

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About the Team

This unit performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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).

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Plan Examination Intern (Manhattan Plan Examination)

[Use Job ID: 581097 to Apply](#)

About Us

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About the Team

This unit performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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.

Plan Examination Intern (Queens Borough Office)

[Use Job ID: 581112 to Apply](#)

About Us

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About the Team

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Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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).

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Plan Examination Intern (Staten Island Plan Examination)

[Use Job ID: 581087 to Apply](#)

About Us

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About the Team

This unit performs work in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems under the jurisdiction of the DOB.

Responsibilities

The Plan Examination Intern will be responsible for the following:

- Conduct research for the plan examination team, Project Advocates, and Code and Zoning Specialists
- Research Zoning Resolution for Zoning Challenges for the borough and present it to Borough Commissioner's office and/or Chief Plan Examiner for review
- Participate in monthly staff training
- Assist the Chief Plan Examiner in researching on-going DOB issues and prepare training material under the Chief's guidance
- Prepare business correspondence and DOB official letters for the Borough Commissioner's Office
- Assist with tracking, time management, and technical presentations

Qualifications

- Majors: Architecture, Architectural Technology, Civil Engineering, or Civil Engineering Technology
- Understands plans
- Research experience and skills
- Strong written and verbal communication

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).

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Retaining Walls Intern

[Use Job ID: 581755 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 Retaining Wall team (RW) coordinates and monitors the enforcement of NYC Administrative Code §28-305.4 for structural retaining walls over 10' high on the public way. RW assists the NYC Parks Department with their retaining wall portfolio, reviews owner submitted engineering retaining wall reports on a five-year cycle, inspects retaining walls to confirm submitted engineering reports, reviews assessment programs developed by the owner's engineer, and manages/organizes the annual Retaining Wall No Penalty Program.

Responsibilities

Under the direction from a Professional Engineer, the engineering intern will be responsible for the following:

- Participate with on site evaluation of retaining wall structures, and rock outcroppings.
- Assist in engineering review of TR16 structural assessment reports and retaining wall filings.
- Assist in writing engineering reports.
- Participate in analysis of retaining wall structures.
- Review plans and calculations in conjunction with Retaining Wall engineers.
- Participate in inspection of unsafe retaining wall structures which leads to the issuance of Emergency Work orders and Emergency Declarations.
- Conduct site surveys using transits, laser levels and tape measures.
- Participate in the inspection of rock outcroppings.
- Conduct telephone outreach for retaining walls.
- Provide graphic support to Retaining Walls presentations.
- Participate in administrative tasks related to our Building Information System.

Qualifications

- Major: Architecture, Architectural Engineering, Civil Engineering, Civil Engineering Technology, related field
- Able to work with engineering documents, and calculations
- Good organizational skills, detail oriented
- Proficient computer skills, experience with Microsoft Word and Excel
- Strong verbal and written communication skills
- Ability to work independently and as member of a team

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.

System Production Support Intern

[Use Job ID: 581734 to Apply](#)

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About the Team

The Business Support Services Office manages support services for projects that seek to improve operational efficiency, including change management and training internal and external users on the Department's systems. As an agency, we are continually modernizing our processes and improving customer service by migrating from a legacy mainframe to MS Dynamics (we follow a Waterfall model for software development).

Responsibilities

The System Production Support Intern will serve as a point of contact for all customers, both internal and external, providing technical assistance to customers and internal stakeholders. They will answer questions or resolve system problems in person, via telephone, or from remote locations. They will work in a deadline-driven environment collaboratively with the rest of the product team through every step of the software development process. Other tasks include:

- Provide customer support and technical issue resolution via email, phone, web
- Build rapport and elicit problem details from non-technical or technical customers
- Provide timely and efficient follow up to user questions or issues
- Communicate customer priorities regarding bugs to project managers
- Work with Developers and Business Analysts to understand new features being released
- Work with business units to convey release information to customers
- Document all incidents in incident tracking system
- Manage incidents to closure
- Interact effectively with customers and internal developers
- Escalate issues & assist in generating training materials and customer facing documentation

Qualifications

- Should be majoring in Computer Science or related field

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.

Technical Affairs Intern

[Use Job ID: 581093 to Apply](#)

About Us

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About the Team

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.

Responsibilities

The intern will assist Executive Director, Technical Affairs 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

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

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).

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Technical Audit Intern

[Use Job ID: 581091 to Apply](#)

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About the Team

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.

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

- Major: Civil Engineering, Civil Engineering Technology, Architecture, Architecture Technology, or related field

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).

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