

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF BUILDINGS

DIVISION

Professional Certification Audits & Inspections Unit / Central Inspections / Enforcement

ADDRESS1 120-55 Queens Blvd, Basement

ADDRESS2 Kew Gardens, NY 11424

CONTACT NAME Graham I. Rabinowitsch

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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 Professional Certification Audits and Inspections Unit (PCAIU) monitors and reviews Professional Certification and Directive 14 jobs filed with the Department for compliance with NYC Construction Codes, Zoning Resolution, Housing Maintenance Code, and NYS Multiple Dwelling Law.

POSITION TITLE (Max characters 100)

Professional Certification Audits & Inspections Unit (PCAIU) Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Conduct research and prepare draft responses for Zoning & Code determinations to be reviewed with the Director.
- Analyze data for the plan examination and inspection groups; provide reports in graphical and/or tabular formats.
- Conduct research on applications and/or buildings referred to the unit for investigation.
- Assist customers with information on jobs being inspected and/or audited by the Unit.
- Work with unit management on electronic records keeping.

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

Area of Study: Architecture or engineering

Skills: Candidate must possess strong communication skills and be knowledgeable in the usage of Microsoft programs such as Word and Excel

Undergraduate interns must be currently enrolled in a college or university.

APPLICATION PROCESS (Max characters 700)

Submit your resume and cover letter, indicating the job ID, DOB-003, 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

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are 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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