



## SUMMER INTERNSHIP PROGRAM 2025

The Department of Design and Construction (DDC) serves as the City's primary capital construction project manager. We build many of the civic facilities New Yorkers use every day. We provide communities with new or renovated structures such as firehouses, libraries, police precincts, courthouses, senior centers, and more. To successfully manage our portfolio, we collaborate with other City agencies as well as with emerging and world-renowned architects and consultants. Our work doesn't stop at buildings – we also design and improve vital infrastructure. Our staff delivers roadway, sewer, and water main construction projects in all five boroughs. We provide sidewalks, street reconstruction, water mains, sewers, and pedestrian ramps – quality infrastructure that is essential for a healthy, resilient city. As our city grows, so does DDC. The Department of Design and Construction is a great place to work – cultivating intellectual inspiration, professional development, and creativity.

DDC's Summer Internship Program is an opportunity for a select group of students in the architecture, engineering, design, construction management, safety, and project controls professions to gain valuable experience in within a public service context. Students will gain hands-on technical experience through specific field assignments and a mentoring relationship with senior-level technical staff. They will also have the opportunity, through a combination of seminars, site visits, and on-the-job training, to learn about the challenges of upgrading and constructing the City's public buildings and street infrastructure.

### **Target Audience**

The program is geared toward students majoring in engineering, engineering technology, architecture, landscape architecture, architectural technology, construction, construction management, construction technology, sustainable design, urban planning, urban studies, or city planning entering their Sophomore/Junior/Senior or 5th Year Program in College, or in Graduate School.

### **Length of Program**

The 10-week Internship Program begins on Monday, June 2, 2025, and ends on Friday, August 8, 2025.

### **Structure of Program**

- Each intern is assigned to a mentor within the respective division and will be assigned to a project for the term of the program, or may rotate through different types of projects, depending upon the availability of projects.
- There will be meetings/seminars with DDC senior staff and DDC summer high school interns.
- Interns will participate in Community Day, a day of service working on various projects within the City of New York.
- The program includes field trips to DDC project sites. In 2024, interns visited the Greenwich Street reconstruction project as well as the Poppenhusen Institute.

### **Salary**

- \$16.88 per hour for Undergraduate students
- \$17.93 per hour for Graduate students

## **Assignments**

Interns will be assigned to one of the agency's technical divisions: Infrastructure, Public Buildings, Safety & Site Support, Project Controls, Alternative Delivery or Borough-Based Jails.

- The Infrastructure Division manages the design and construction of sewer, water main, plaza, and roadway capital projects for the NYC Department of Environmental Protection and the Department of Transportation.
- The Public Buildings Division designs, renovates, and builds libraries, museums, police precincts, and firehouses. The Architecture & Engineering (A&E) Unit provides project scope development, design review, and in-house design.
- The Safety & Site Support Division provides technical support to the construction projects via the handling of hazardous materials, environmental assessment and investigations, environmental permitting, geotechnical services, land surveying services, construction safety compliance, material testing and fabrication services, field audits, and prevailing wage compliance.
- The Project Controls Division supports DDC in completing projects on time and on budget using industry best practices in managing costs and schedules.
- Alternative Delivery is responsible for implementation of the agency's design-build and CM-Build project delivery methods to speed projects and lower costs while ensuring quality. This team implements a consistent delivery framework and ensures functional coordination between Public Buildings and Infrastructure and serves as a liaison across the agency's divisions.
- Borough-Based Jails leads the design-build effort to construct new detention centers within the boroughs of Manhattan, Queens, Brooklyn, and Bronx and will enable the closure of the Rikers Correctional Center.

## **Program Qualification Requirements**

- Undergraduate students must be matriculated in an accredited college or be recent college graduates (winter/spring term of the program year).
- Graduate students must be currently enrolled in a graduate program in an accredited college, university, or law school.

**Upon acceptance into the program and prior to your start date, you must provide a copy of the registrar's memo verifying your matriculated status. Failure to provide such documentation may result in rejection to the program.**

## **Application Process**

1. To apply, click on the Job IDs below or visit <https://cityjobs.nyc.gov/> and search by Job ID.
  - a. Infrastructure Division                      JOB ID# [696191](#) & JOB ID# [696172](#)
  - b. Public Buildings Division                JOB ID# [697481](#) & JOB ID# [697482](#)
  - c. Safety and Site Support Division        JOB ID# [696219](#)
  - d. Project Controls Division                JOB ID# [696202](#) & JOB ID# [697582](#)
  - e. Alternative Delivery                      JOB ID# [698162](#)
  - f. Borough-Based Jails Program            JOB ID# [696153](#) & JOB ID# [696149](#)
2. Please indicate in your cover letter whether you will be an undergraduate or graduate-level student for the upcoming Fall 2025 term.
3. You will need to submit your unofficial transcript if you are selected for an interview.
4. Online applications must be completed by **March 31, 2025**.

Incomplete packages will not be considered. Please retain these pages for your records.

**Learn more**

We encourage you to attend our in-person Hiring Fair on Wednesday, February 5, 2025, to learn more about our internship opportunities. To register, please email your resume to [DDCRecruitment@ddc.nyc.gov](mailto:DDCRecruitment@ddc.nyc.gov) by January 29, 2025.

[Click here](#) to check out testimonials from our 2024 Internship Program.