



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG
Mayor

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NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

MATE (FERRY)

Exam. No. 7036

WHEN TO APPLY: From: August 1, 2007 To: August 21, 2007	APPLICATION FEE: \$50.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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WHAT THE JOB INVOLVES: Mates under direction, supervise an assigned crew of deckhands and attendants on a municipal ferry vessel, in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Security Plan (CSP), and applicable local, state and federal rules and regulations.

They ensure that crew members perform their duties in compliance with agency standard operating procedures, the CSP, applicable laws, rules and regulations, and the needs of their duty stations; ensure the safe embarking and disembarking of passengers and the loading and unloading of vehicles on a ferry vessel; ensure the vessel is maintained in a clean and sanitary condition while in service; ensure that deckhands are familiar with watch station bill requirements and duty assignments; assign deckhands to duty stations and post lookouts; instruct deckhands in general seamanship; instruct deckhands in shipboard safety and lookout procedures, including, but not limited to: fire fighting, man overboard, first aid, vessel to vessel transfer, abandon ship procedures, the SMS, and the CSP; serve as deck officers in charge on scene in emergencies and during lifeboat, anchor deployment and abandon ship drills, under the supervision and direction of the Captain; participate in safety and vessel security meetings, under the supervision and direction of the Captain; serve as helmsmen, radar observers, and members of the navigational watch, as assigned by the Captain; are responsible for the safety and care of the floating property of the agency; prepare reports and requests for repairs; assist the Captain as needed; and perform related work.

Special Working Conditions: Some of the physical activities performed by Mates (Ferry) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, and working rotating shifts in varying degrees of weather and visibility.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$49,936 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form that you must fill out. Return the completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. two years of full-time satisfactory experience serving in the title of Deckhand (91529) on a NYC municipal ferry vessel, or equivalent deckhand experience in a sea service of the Armed Forces of the United States; or
2. three years of full-time satisfactory experience performing deckhand duty on an ocean, coastwise or inland steam or motor vessel, including experience as an able seaman, boatswain, or quartermaster; or
3. graduation from one of the approved maritime or sea service academies listed in the United States Code of Federal Regulations (46 CFR 10.407); or
4. satisfactory completion of a three year Apprentice Mate Training Program approved by the Commandant of the United States Coast Guard.

Note: To be acceptable, the education and experience described in "1", "2", "3" and "4" above must have been obtained within the last 15 years.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

License Requirements: By the **last day of the Application Period** you must have*:

1. a valid United States Coast Guard License as Inland Mate of Steam or Motor Vessels of any gross tons or a superior license, with an endorsement as Radar Observer; and
2. a Federal Communications Commission Marine Radio Operator permit (Radio-telephone operator's certificate-restricted).

The above license, endorsement and permit must be maintained for the duration of your employment.

* You must attach photocopies of the above license, endorsement and permit with your Education and Experience Test Paper when you apply for this exam

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Mate (Ferry). Candidates will therefore be required to undergo a medical examination prior to appointment and thereafter, pursuant to Coast Guard regulations. Candidates must also pass a drug screening to be appointed. Mates (Ferry) are subject to random drug and alcohol testing during their employment.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B, and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

THE TEST: You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility and license requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points for experience and/or education acquired within the last 15 years on the following basis:

Additional Credit:

3 points will be given for graduation from one of the approved maritime or sea service academies listed in the United States Code of Federal Regulations (46 CFR 10.407).

3 points will be given for each year of experience as a Mate on an inland passenger ferry vessel with a capacity of 1200 or more passengers.

2 points will be given for each year of experience as a Deckhand on an inland passenger ferry vessel with a capacity of 1200 or more passengers.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91556; The Ferry Service (Department of Transportation).

