



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

REQUIRED FORM
AFFIRMATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO CIVIL ENGINEER  
 Exam No. 3518  
 AMENDED NOTICE - DECEMBER 5, 2012**

**WHEN TO APPLY:** November 14, 2012 to December 26, 2012  
**APPLICATION FEE:** \$63.00 payable by credit card, bank card, or debit card.

The Notice of Examination is amended to extend the end of the filing period from December 4, 2012 to December 26, 2012. The deadline for meeting the education, license and experience requirements to qualify and receive additional credit is unchanged and remains December 4, 2012.

**WHAT THE JOB INVOLVES:** This class of positions encompasses professional civil engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

**At Assignment Level I:** Civil Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in civil engineering. They perform the usual duties of a section engineer in charge of a major design section, major field engineering section, or the equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency in relations with City agencies, contractors and their representatives, damage claimants, consultants or their representatives, and the general public; engage in, or supervise the conduct of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency; prepare, or supervise the preparation of, the basic design plan, or significant or complex portions of the basic design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations; make interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan as proposed or adopted, and prepare maps, designs, plans, contract and working drawings, contract specifications, and other technical specifications; supervise the conduct of field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures, to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations; prepare reports on contracts and contact estimates, contract modifications, and recommendations of award; participate in the development of proposals of major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, or the conduct of surveys, or the construction, operation or maintenance of public works, plants or structures; participate in engineering investigations of claims for direct or indirect damages; supervise the inspection or testing in a laboratory, manufacturers' plant, or on a job site, of equipment and materials to be incorporated in public works, plants or structures; supervise the operation and maintenance of public works and the preparation of recommendations for alterations or repairs; when assigned in writing, may sign and seal engineering and other official documents. May operate a motor vehicle. All Civil Engineers perform related work.

Some of the physical activities performed by Civil Engineers and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather; must be able to lift about 20 pounds of equipment when required.

**Special Working Conditions:** Civil Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$57,129 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

**Special Note:** In addition to the above qualification requirements, to be eligible for placement in Assignment Levels 2 and 3, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO APPLY:** If you believe that you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, completing any required forms, and completing the online education and experience examination. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. If you cannot apply online for this examination, you must submit a money order payable to DCAS (Exams) at the DCAS Computerized Testing Centers and ensure you fill out the appropriate OLEE application form. The application fee will however be \$68.00 (\$5.00 more than if you applied online).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on Thursday, 11/22, and Tuesday, 12/25.**

You must complete the entire examination by midnight, Eastern time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS by calling 212 669-7208.

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who on the last day of the application period:

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Assistant Civil Engineer; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with your agency's personnel office. You are responsible for determining whether or not you meet the eligibility and license requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a final score.

**LICENSE REQUIREMENT:** By **December 4, 2012** you must have:

A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**REQUIRED FORM:**

**Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

**THE TEST:** You will be given a license and experience test. Your score on this test will be used to determine your place on an eligible list. On the license 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 credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing civil engineering work, subsequent to receiving a New York State Professional Engineer's License for:**

**You will receive:**

<b>At least 12 months but less than 36 months</b>	<b>5 points</b>
<b>At least 36 months but less than 60 months</b>	<b>15 points</b>
<b>At least 60 months but less than 72 months</b>	<b>25 points</b>
<b>72 or more months</b>	<b>30 points</b>

**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.**

**Experience and license must be obtained by December 4, 2012.**

**You must carefully complete and submit the online application and examination with all relevant license and experience by the end of the filing period. You will not receive credit for license and experience which you obtain after December 4, 2012, nor will you be permitted to submit new or additional information about your license and experience once the filing period has ended.**

**In order to receive credit for performing civil engineering work, for each employment you must have performed at least three (3) of the tasks listed in the following Civil Engineer Task Inventory:**

**Civil Engineer Task Inventory**

**0200.0000 Performs or supervises staff conducting civil engineering work. (12 Tasks)**

- 0200.0001 Engages in, or supervises the conduct of research, investigations, studies or examinations related to engineering functions or activities of a department or agency.
- 0200.0002 Supervises and/or performs the inspection or testing in a laboratory, manufacturers' plant or on a job site, of equipment and materials to be incorporated in public works, plants or structures.
- 0200.0003 Supervises and/or performs the operation and maintenance of public works and the preparation recommendations for alterations or repairs.
- 0200.0004 Prepares or supervises the preparation of design plan, or portions of the basic design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations.
- 0200.0005 Makes interpretative detail sketches or layouts of intricate or fundamental portions, or aspects of the basic design plan as proposed or adopted, or based on field conditions, and prepares maps, designs, plans, contract and working drawings, contract specifications, and other technical specifications.
- 0200.0006 Supervises and/or performs the conduct of field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures, to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations.
- 0200.0007 Prepares reports on contracts specifications and contract estimates, contract modifications, addendums and recommendations of awards.
- 0200.0008 Participates in the proposals development of major engineering projects with regard to the acquisition, disposition, or the public/private use of City property, or the conduct of field surveys, or the construction, operation or maintenance of public works, plants or structures.
- 0200.0009 Participates in engineering investigations of claims for direct or indirect damages.
- 0200.0010 Represents an agency in relations with other City agencies, contractors, and their representatives, damage claimants and their representatives, consultants, and the general public.
- 0200.0011 Signs and seals engineering and other official documents.
- 0200.0012 Reviews or examines plans for the construction, demolition or alteration of structures to comply with the provisions of various codes, laws, rules and/or regulations.

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of your tentative test results. If you meet the license requirement and are marked eligible, at the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your Driver License will be checked by the promoting agency at the time of promotion. If you are promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Positions Requiring Environmental Experience:** If you have six months of full-time, satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, ground water treatment, you may be considered for promotion to positions in the the Department of Environmental Protection which require this experience through a process called Selective Certification. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion.

**Selective Certification for Positions Requiring Sewer and/or Water Experience:** If you have six months of full-time, satisfactory experience in civil engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting, you may be considered for promotion to positions in the Department of Environmental Protection which require this experience through a process called Selective Certification. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion.

**Selective Certification for Positions Requiring Tunnel Experience:** If you have six months of full-time, satisfactory experience in civil engineering tunnel work, you may be considered for promotion to positions in the Department of Environmental Protection which require this experience through a process called Selective Certification. Civil engineering tunnel experience includes but is not necessarily limited to: hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, site development and construction staging for tunneling projects, geotechnical analysis, design for tunnel bore machine launch and retrieval shafts, design for cast in place and precast concrete liner, rock mechanics and fastening methods, groundwater drainage and water handling systems, and design for connections to pre-existing tunnels. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion.

**Selective Certification for Positions Requiring Bridge Experience:** If you have one year of full-time, satisfactory experience in bridge related work, i.e. design, construction, maintenance and/or inspection of bridges, you may be considered for promotion to positions in the Division of Bridges of the Department of Transportation which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion.

**Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience:** If you have one year of full-time satisfactory experience in any of the following specialties: 1) NYC Construction Codes, 2) NYC Zoning Resolution Interpretation, 3) International Building Code or, 4) Structural Building Assessment, you may be considered for promotion to positions in the Department of Buildings which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion.

**The above Selective Certifications may be met at any time during the duration of the list.** If you meet any of the Selective Certification requirements at some future date, please submit by mail to DCAS Bureau of Examinations-TELEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 and indicate which selective certification(s) you are requesting. Please include the examination title and number and your social security number on your correspondence.

**Application Receipt:** You will be e-mailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

## Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee  
Employment/Work Experience  
Licenses, Certificates, and/or Registrations  
Selective Certification  
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview and Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do not complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** hold a permanent (not provisional) competitive appointment or your name must appear on a Preferred List for the title of Assistant Civil Engineer to be eligible to take this examination. If you do not know if you are eligible, check with your agency's personnel office. You are responsible for determining whether or not you meet the eligibility and license requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a final score. You also need to possess by the last day of the application period a valid New York State Professional Engineer's License in order to be eligible for promotion. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.
3. **Completing the Employment/Work Experience Section:** For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%  
34 hours or less per week will be pro-rated as a percentage of a 35 hour work week.

For each job you **must** select the tasks you performed from the tasks listed in the drop-down menu.

4. **Completing the Licenses, Certificates, and/or Registrations section:** From the drop-down menu under the Licenses, Certificates, and/or Registrations section, select the appropriate license. On the line labeled Original Date of Issue you must enter the date your NYSPE license was originally issued, not the date you last renewed your registration nor the expiration date. Only experience gained after the original date of issue of your license will be used to compute additional credit. Since the date of issue of your license predates the renewal date of your registration, you would be potentially lowering your score if you entered the renewal or expiration date of your registration rather than the original date of issue of your license.
5. **Completing the Selective Certification section:** This section is optional and will not affect your score.

---

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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 20215; Engineering Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)