



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 ENVIRONMENTAL ENGINEER**  
**Exam No. 3525**  
**AMENDED NOE - DECEMBER 5, 2012**

**WHEN TO APPLY:** From: 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 environmental engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

**At Assignment Level I:** Environmental Engineers, under general supervision, performs responsible supervisory work, or difficult and responsible work in the field, office, or laboratory in environmental engineering. They act as a section engineer in charge of a major environmental 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, consultants, or their representatives, and the general public in matters relating to environmental engineering; engage in, or supervise the conduct of complex and important research, investigations, studies, or examinations related to the environmental engineering functions or activities of a department or agency; prepare or supervise the preparation of, the basic design plan, or significant and complex portions of the basic design plan, for major environmental engineering projects for the construction, remodeling, operation, maintenance, or repair of public works, structures, grounds, or installations; makes interpretive detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan for environmental engineering projects as proposed or adopted, and prepares maps, designs, plans, contract and working drawings, estimates, contract specifications, and other technical specifications; approve or supervise the design, inspection, construction, demolition, and/or alteration of premises, installations, or apparatus to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules, and regulations; prepare reports on contracts and contract estimates, contract modifications and recommendations of award; participate in the development of proposals for major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, the conduct of surveys, and the construction, operation or maintenance of public works, plants, or structures; plan, implement, and review studies of environmental impact and pollution control devices; prepare and develop and/or supervise the preparation and development of new and revised pollution control criteria, guides and standards; supervise the inspection operation or testing operation in a laboratory, manufacturer's 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 in the performance of assigned duties. All Environmental Engineers perform related work.

Some of the physical activities performed by Environmental Engineers and the environmental conditions experienced are: walking to and from inspection sites and walking during inspections, climbing and descending ladders and stairs to get to the area to be inspected, standing on scaffolds, standing for an extended period of time, bending and stooping during inspections, working in confined spaces, distinguishing colors, wearing protective equipment like a hard hat, climbing over and around objects, walking and working in areas that may be damp, dark, smoky, or acrid, working outdoors in all kinds of weather.

**Special Working Conditions:** Environmental 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.

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**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.

**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 Environmental 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 an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an 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.

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**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 environmental 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 environmental engineering work, for each employment you must have performed at least three (3) of the tasks listed in the following Environmental Engineer Task Inventory:**

**Environmental Engineer Task Inventory**

**0400.0000 Performs or supervises staff conducting environmental engineering work. (12 tasks)**

- 0400.0001 Engages in, or supervises the conduct of research, investigations, studies or examinations related to the environmental engineering functions or activities of a department or agency.
- 0400.0002 Supervises and/or performs the inspection or testing in a laboratory, manufacturer's plant, or on a job site, of equipment and materials to be incorporated in public works, plants or structures.
- 0400.0003 Supervises and/or performs the operation and maintenance of public works and the preparation of recommendations for alterations or repairs.
- 0400.0004 Prepares, or supervises the preparation of, the basic design plan, or portions of the basic design plan, for major environmental engineering projects for the construction, remodeling, operation, maintenance or repair of public works, structures, grounds or installations.
- 0400.0005 Makes interpretive detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan for environmental engineering projects as proposed or adopted, and prepares maps, designs, plans, contract and working drawings, estimates, contract specifications, and other technical specifications.
- 0400.0006 Approves or supervises the design, inspection, construction, demolition and/or alteration of premises, installations or apparatus to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules and regulations.
- 0400.0007 Prepares reports on contracts and contract estimates, contract modifications and recommendations of award.
- 0400.0008 Participates in the development of proposals for major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, the conduct of surveys, and the construction, operation or maintenance of public works, plants or structures.
- 0400.0009 Plans, implements, and reviews studies of environmental impact and pollution control devices.
- 0400.0010 Prepares and develops and/or supervises the preparation and development of new and revised pollution control criteria, guides and standards.
- 0400.0011 Plans, assigns, and reviews the work of subordinates, prepares progress reports, and may represent an agency in relations with City agencies, contractors and their representatives, consultants and the general public in matters relating to environmental engineering.
- 0400.0012 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.

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**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of your tentative 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.

This requirement may be met at anytime during the duration of the list. When you have met the requirements, please submit documentation by mail to DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. 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.

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## 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 Environmental 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.

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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. 20618; 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)