



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

REQUIRED FORM
AFFIRMATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO MECHANICAL ENGINEER
 Exam No. 3527
 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 mechanical engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Mechanical Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in mechanical engineering. They perform the usual duties of a section engineer in charge of a major mechanical engineering section, or equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, or department head or top-level engineering or architectural officer or employee in relations with City agencies and departments, 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, or examine and review the mechanical engineering portions or aspects 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; prepare designs, plans, contract and working drawings, contract specifications and other technical specifications; supervise the conduct of construction inspection operations with particular reference to mechanical installations or apparatus, or in the inspection or testing in a laboratory, manufacturer's plant or on a job site of equipment or materials to be incorporated in public works, plants or structures or the inspection of premises, in connection with the issuance of requisite and pertinent permits and compliance with the provisions of law, rule and regulation; participate in the supervision of the operation, maintenance, and use of plant, machinery or apparatus; in the Department of Buildings, examine the mechanical engineering aspects of plans for buildings or structures to secure adherence to the provisions of the NYC Construction Codes and other pertinent laws, rules and regulations; when assigned in writing, may sign and seal engineering and other official documents. May operate a motor vehicle. All Mechanical Engineers perform related work.

Some of the physical activities performed by Mechanical 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.

Special Working Conditions: Mechanical 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.

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. Follow the onscreen application instructions for electronically submitting your application and payment, completing any required forms, and

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th 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. 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 Mechanical 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 mechanical engineering work, subsequent to receiving a New York State Professional Engineer's License for:

	You will receive:
At least 12 months but less than 36 months	5 points
At least 36 months but less than 60 months	15 points
At least 60 months but less than 72 months	25 points
72 or more months	30 points

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.

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.

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

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

Mechanical Engineer Task Inventory

0500.0000 Performs or supervises staff conducting mechanical engineering work (10 Tasks).

- 0500.0001 Engages in, or supervises the conduct of research, investigations, studies or examinations related to engineering functions or activities of a department or agency.
- 0500.0002 Prepares, or supervises the preparation of, or examines and reviews the mechanical engineering portions or aspects of the basic design plan, or portions of the basic design plan for projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations.
- 0500.0003 Participates in the supervision of the operation, maintenance and use of plant, machinery or apparatus.
- 0500.0004 Supervises the inspection of premises in connection with the issuance of requisite and pertinent permits and compliance with the provisions of law, rule and regulation.
- 0500.0005 Supervises the conduct of construction inspection operations with particular reference to mechanical installations or apparatus, or in the inspection or testing in a laboratory, manufacturer's plant or on a job site of equipment or materials to be incorporated in public works, plants or structures.
- 0500.0006 Prepares designs, plans, contract and working drawings, contract specifications and other technical specifications.
- 0500.0007 Plans, assigns, and reviews the work of subordinates and prepares progress reports.
- 0500.0008 Represents an agency, department head or top-level engineering or architectural officer or employee in relations with City agencies and departments, contractors and their representatives, damage claimants and their representatives, consultants, and the general public.
- 0500.0009 Examines the mechanical engineering aspects of plans for buildings or structures to secure adherence to the provisions of the building codes and other pertinent laws, rules, and regulations.
- 0500.0010 Signs and seals engineering and other official documents.

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 Mechanical Engineer positions requiring HVAC, plumbing, building construction and/or facilities management experience: If you have two years of full-time, satisfactory mechanical engineering experience in any of the following specialties - HVAC, plumbing, building construction or facilities management, you may be considered for positions which require this experience through a process called Selective Certification. If you meet this additional requirement, you may be given preferred consideration for promotion to 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 the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-TELEG, 1 Centre Street, 14th 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.

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 Mechanical 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 and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20415; Engineering Occupational Group.

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