



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### MARINE OILER (FERRY OPERATIONS)

Exam No. 8029

**WHEN TO APPLY:** From: February 7, 2018

**APPLICATION FEE:** \$68.00

To: February 28, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Marine Oilers (Ferry Operations), under direct supervision, assist the marine engineer in the operation, maintenance and repair of motor ferry operation, auxiliary, and related equipment. They maintain appropriate levels of oil, lubricant in all main engines, ship service diesel generator, main propulsion equipment, shaft bearings, reduction gears, and pumps as needed to properly safeguard vessel equipment; maintain and clean lube oil stores; operate and clean oil filtration and centrifuge equipment; grease/lubricate bearings, pumps, and couplings; adjust steam burning boiler drafts and maintain proper combustion, pressure and water levels in boilers; read gauges and other indicators such as fuel oil pressure and temperature, steam pressure on heating boilers, etc.; fill out orders and logs; assist the marine engineer in the operation, maintenance and repair of motor ferry operation, auxiliary and related equipment; maintain and make manual repairs on boilers and boiler auxiliaries under supervision of the marine engineer; clean, scrape and/or paint compartments, bulkheads, auxiliary machinery, boiler room plates and bilges, and boilers as needed; wipe, clean and polish equipment; in ferry terminals, operate heating boilers, clean and adjust burners, maintain boiler feed pumps, secure and clean strainers, and maintain proper temperature and pressure in fuel oil system; inspect below deck emergency and rescue equipment; perform required duties at fire drills in accordance with United States Coast Guard and department regulations; take required actions in the event of an actual fire, rescue or other emergency; pump sludge tank to drums on deck and supervise their removal; make periodic inspections of all auxiliary machinery in engineering spaces; examine hull for water leakage and bulkheads for water seepage and look for structural damage in all below deck compartments; report routine findings to supervisor after making inspection; report any unusual situations to supervisor for immediate corrective action with a complete description of the problem; use bilge pumps to remove normal daily accumulated seepage from compartments; examine shaft bearings, stern glands and bilges; assist marine engineer tightening and renewing stern tube packing in shafts; perform maintenance on items not in use (standby equipment); disconnect shore power cable; fill and maintain level in potable water tanks; flush line shaft bearings; transfer oil from fuel barge to vessels; perform assigned fueling duties under the direction of the marine engineer. All Marine Oilers (Ferry Operations) perform related work.

Some of the physical activities performed by Marine Oilers (Ferry Operations) and environmental conditions experienced are: walking up and down steep gangways, ladders, and stairs; wearing flotation coats; communicating orally in a noisy environment; standing watch aboard ship, which requires good vision and hearing; using speed and agility during shipboard emergencies; and lifting equipment weighing up to 100 pounds.

#### Special Working Conditions:

Marine Oiler (Ferry Operations) may be required to work various 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 \$49,705 per annum. This rate is subject to change.

#### HOW TO QUALIFY:

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.

You will **not** receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period (February 28, 2018).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time, satisfactory experience as a Designated Duty Engineer (DDE) or Qualified Member of the Engine Department (QMED) serving as a Junior Engineer, Oiler, or Fireman/Watertender, or a combination thereof; and possession of a valid Merchant Mariner's Credential (MMC) issued by the United States Coast Guard with endorsement as a DDE of motor vessels of any horsepower or QMED with the following ratings: any rating, Junior Engineer, Oiler, or Fireman/Watertender; or
2. Eighteen months of full-time satisfactory marine experience in a position or a combination of positions described in "1" above and possession of a valid Merchant Mariner's Credential (MMC) issued by the United States Coast Guard with endorsement as a DDE of motor vessels of any horsepower or QMED with the following ratings: any rating, Junior Engineer, Oiler, or Fireman/Watertender; plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up the equivalent of the remaining six months of required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school. Training of a relevant nature acquired in an approved trade or vocational high school may be substituted for up to 6 months of experience on the basis of two (2) months of training for one (1) month of the required experience or;
3. A baccalaureate degree in marine engineering, marine technology, or a related field from an accredited college or university and possession of a valid engineer license issued by the United States Coast Guard or Merchant Mariner's Credential (MMC) with endorsement for Third Assistant Engineer or higher of motor vessels issued by the United States Coast Guard.

The Merchant Mariner's Credential (MMC) with endorsement must be maintained for the duration of employment.

**The education requirement must be met by June 30, 2018. The experience requirement must be met by the last day of the Application Period (February 28, 2018).**

The technical, trade or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education which you obtain after June 30, 2018 or experience which you obtain after the end of the Application Period.

**Medical Requirement:** Medical guidelines established by the U.S. Coast Guard apply to the position of Marine Oiler (Ferry Operations). 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. Marine Oilers (Ferry Operations) are subject to random drug and alcohol testing during their employment.

**Transportation Worker Identification Credential (TWIC) Requirement:** At the time of appointment, candidates must possess a valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration. Candidates who are engaged in an appeal or waiver process for the TWIC will not be considered for appointment until such process has been completed. Employees must renew and continue to possess a valid TWIC for the duration of employment.

**Residency:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

### **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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

## HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, 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, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<b>Manhattan</b> 2 Lafayette Street 17th Floor New York, NY 10007	<b>Brooklyn</b> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<b>Queens</b> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	<b>Staten Island</b> 135 Canal Street 3rd Floor Staten Island, NY 10304
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**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 17, 2018 and Monday, February 19, 2018.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

#### REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. 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.
- 3. Education and Experience Test:** Fill out **Sections A.1, A.3, A.4, B, C, and D.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 4. Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a **"document-by-document" (general)** evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

#### THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full time experience serving as a Marine Oiler (Ferry Operations):** **You will receive:**

At least 6 months but less than 1 year	6 points
At least 1 year but less than 2 years	12 points
At least 2 years but less than 3 years	18 points
At least 3 years but less than 4 years	24 points
4 years or more	30 points

**If you have satisfactory full time experience performing the duties of an oiler in any capacity (e.g. U.S. Coast Guard, Navy, Merchant Marines, or while enrolled in a Maritime program):** **You will receive:**

At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 years or more	30 points

#### CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

#### THE TEST RESULTS:

If you meet the education and experience requirements, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all

requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

**ADDITIONAL INFORMATION:**

**Selective Certification for ISM experience:** If you have one year of full-time satisfactory experience as a Marine Oiler aboard a passenger ferry with International Safety Management (ISM) certification, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your experience will be checked by the appointing agency at the time of appointment. This requirement 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 a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and "ISM" on your correspondence.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation 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 appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91547; Ferry Service: Group II - Engineering.

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