



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

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| REQUIRED INFORMATION |
| APPLICATION |
| AFFIRMATION FORM |
| EDUCATION AND EXPERIENCE TEST |

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO MARINE ENGINEER
 Exam No. 8504
 AMENDED NOTICE - August 29, 2018**

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| <p>WHEN TO APPLY: From: July 5, 2017 To: August 29, 2018</p> | <p>APPLICATION FEE: \$82.00 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.</p> |
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The Notice of Examination is amended to close the application period as of August 29, 2018.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Marine Engineers, under general direction of the Chief Marine Engineer (CME) or other superior officer, operate the main propulsion equipment and auxiliaries of a diesel or diesel-electric powered ferry boat. They assist the CME or other superior officer in the supervision and direction of the engine room crew (below deck team); take responsible charge of the maintenance, minor or emergency repair work and operation of the main propulsion equipment, boilers, auxiliaries, electrical equipment, steering engines, pumps and fuel tanks on New York City ferry vessels; ensure that all standing orders, agency standard operating procedures, and applicable local, state, and federal rules and regulations are followed, including start-up and shutdown, watchstanding and vessel fuel station procedures; conduct periodic rounds and inspections of machinery spaces; ensure that records of machinery operations and inspections are completed/maintained; supervise vessel fueling and direct the proper care, storage and use of fuel on board ship; ensure that records and logbooks, including the oil record book and engine logbooks, are maintained, as specified; write reports, when necessary; participate in ferry safety meetings; may, during the temporary absence of the immediate superior, perform the duties of that individual. All Marine Engineers perform related work.

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

Some of the physical activities performed by Marine Engineers 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; lifting equipment up to 100 pounds, and other physical Marine Engineer related work.

(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 \$64,231 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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, and completing any required information. A unique and valid email address is required to apply 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 24 hours 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.**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 apply 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:

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| <u>Manhattan</u> 2 Lafayette Street 17 th Floor New York, NY 10007 | <u>Brooklyn</u> 210 Joralemon Street 4 th Floor Brooklyn, NY 11201 | <u>Queens</u> 118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375 |
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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 and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Department of Transportation who on the date of the application:

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Marine Oiler (Ferry Operations); 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.)

This examination is also open to employees who were appointed to the eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

CREDENTIAL AND CERTIFICATE REQUIREMENTS: By the date of the Application you must have:

- (1) A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Third Assistant Engineer or higher of Motor Vessels of unlimited horsepower;
- (2) A valid U.S. Coast Guard medical certificate without restriction for applicable service; and
- (3) A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA)

You must complete Sections B & C of the Education and Experience Test, giving all required information on your credentials, certificate and TWIC in order to be eligible. The MMC, medical certificate and TWIC must be maintained for the duration of your employment.

REQUIREMENTS TO BE PROMOTED: At the time of promotion, eligible candidates in the title of Marine Oiler (Ferry Operations) must meet the following qualification requirements:

Training Requirement: Within three months of promotion, employees must satisfactorily complete the Department of Transportation Staten Island Ferry (SIF) on-the-job training course in operating all Machinery/Systems of SIF vessels in accordance with the Safety Management System. Satisfactory completion of this course must be attested to in writing by at least two Chief Marine Engineers responsible for training the candidate. If you do not successfully complete this training course, you will be returned to your previous title.

Medical Requirement: Medical guidelines have been established for the position of Marine Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of Marine Engineer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted. Marine Engineers are subject to random drug and alcohol testing during the term of their employment. Any Marine Engineer found in possession of, or using, illegal drugs will be terminated.

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 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 the examination.
3. **Education and Experience Test:** Fill out Sections B and C. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: You will be given a credential and experience test. Your score on this test will be used to determine your place on an eligible list. On the credential and experience test you will receive a score of 70 points for meeting the eligibility and credential requirements listed on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

For full-time satisfactory experience serving as a permanent Marine Oiler (Ferry Operations):

You will receive:

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| At least 1 year, but less than 2 years | 10 points |
| At least 2 years, but less than 3 years | 20 points |
| 3 or more years | 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 clearly specify in detail all of your relevant credentials and experience on your Education and Experience Test and submit it by the date of your application. You will not receive credit for credentials and experience which you obtain after the date of your application.

Credentials and Experience must be obtained by the date of the Application.

THE TEST RESULTS: If you pass the credential and experience test and are marked eligible, 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 promotion when your name is reached on the eligible list.

GROUP LISTS: All applications completed by midnight Eastern time on the last day in a given month will constitute a group, and the names of all applicants found qualified in that month will appear on a group eligible list. Group eligible lists will be used in the order they are established.

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. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or 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 a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old 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.

ADDITIONAL INFORMATION:

Application Receipt: You will be emailed 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. You will also be mailed an acknowledgment letter within three months of the date of your application. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 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.

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

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 Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91542; Ferry Service: Group II- Engineering

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