



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

ENGINEER SERIES

CHEMICAL ENGINEER, Exam. No. 8035
CIVIL ENGINEER, Exam. No. 8033
ELECTRICAL ENGINEER, Exam. No. 8034
ENVIRONMENTAL ENGINEER, Exam. No. 8036
MECHANICAL ENGINEER, Exam. No. 8037

(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: April 2, 2008 To: April 22, 2008	APPLICATION FEE: \$60.00 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.
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WHAT THE JOB INVOLVES: Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible professional engineering work, in a field of engineering; and may operate a motor vehicle. All engineers perform related work.

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

Some of the physical activities performed by 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.

(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 \$52,818 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. 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.
2. **By mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:
Education, Experience, and License Requirements: By the last day of the Application Period you must have:

- Chemical Engineer:**
- (1) Four (4) years of full-time, satisfactory experience in chemical engineering work; and
 - (2) 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.

A masters degree in chemical engineering from an accredited college or university, 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

- Civil Engineer:** Education Accreditation (CHEA) may be substituted for one year of the chemical engineering experience required in "1" above.
- (1) Four (4) years of full-time, satisfactory experience in civil engineering work; and
- (2) 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.
- A masters degree in civil engineering from an accredited college or university, 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) may be substituted for one year of the civil engineering experience required in "1" above.
- Electrical Engineer:** (1) Four (4) years of full-time, satisfactory experience in electrical engineering work; and
- (2) 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.
- A masters degree in electrical engineering from an accredited college or university, 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) may be substituted for one year of the electrical engineering experience required in "1" above.
- Environmental Engineer:** (1) Four (4) years of full-time, satisfactory experience in environmental engineering work; and
- (2) 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.
- A masters degree in environmental engineering from an accredited college or university, 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) may be substituted for one year of environmental engineering experience required in "1" above.
- Mechanical Engineer:** (1) Four (4) years of full-time, satisfactory experience in mechanical engineering work; and
- (2) 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.
- A masters degree in mechanical engineering from an accredited college or university, 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) may be substituted for one year of the mechanical engineering experience required in "1" above.

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.

Residency: City residency is not required for this position.

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 City of New York.

REQUIRED FORM(S):

- 1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A.5 (if applicable), B, C, and D (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
- 3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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 the Department of

Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

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

Additional Credit:

For full-time satisfactory chemical engineering work experience for Chemical Engineer; civil engineering work experience for Civil Engineer; electrical engineering work experience for Electrical Engineer; environmental engineering work experience for Environmental Engineer; mechanical engineering work experience for Mechanical Engineer, **subsequent to receiving a New York State Professional Engineer's License**, you will receive:

- (A) 5 points for at least one (1) but less than three (3) years of experience; or
- (B) 15 points for at least three (3) but less than five (5) years of experience; or
- (C) 25 points for at least five (5) but less than six (6) years of experience; or
- (D) 30 points for six (6) or more years of experience.

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 used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the experience test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. This requirement may be met at any time during the duration of the list. If you meet this 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.

Selective Certification for all titles for positions requiring a Driver License: If you have a motor vehicle Driver License that is valid in the State of New York and wish to be considered for Selective Certification, state "**Driver License**" in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Selective Certification for Civil Engineer positions requiring bridge experience: If you have one year of full-time, satisfactory civil engineering experience in bridge design, bridge construction, bridge maintenance and/or bridge inspection, you may be considered for positions in the Division of Bridges of the Department of Transportation. If you wish to apply for this Selective Certification, state "**Bridge**" and the box number(s) which describe this qualifying work experience, in Section D on page 4 of the Education and Experience Test Paper.

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. If you wish to apply for one or more Selective Certifications, state "**HVAC**", "**Plumbing**", "**Building Construction**" or "**Facilities Management**" and the box number(s) which describe the associated qualifying work experience for each specialty, in Section D on page 4 of the Education and Experience Test Paper. Note, only those who meet the two year experience requirement in a given specialty will be eligible for selective certification.

Application Receipt: If you applied online, 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. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 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.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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 in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 20515, 20215, 20315, 20618, 20415; Engineering Occupational Group.

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