



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

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Mayor

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Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO MARINE ENGINEER
Exam. No. 1553
AMENDED NOTICE (January 30, 2002)**

WHEN TO APPLY: From: December 13, 2001 **APPLICATION FEE: \$50.00**
To: Until Further Notice *Payable only by money order to D.C.A.S. (EXAMS)*

This amendment changes the “**HOW TO APPLY**” section from an “**in person only**” filing to a “**by mail only**” filing and adds information on eligible lists

WHAT THE JOB INVOLVES: Marine Engineers, under general direction, operate the main propulsion equipment and auxiliaries of a diesel or diesel-electric powered ferry boat; and perform related work. Marine engineers assist in the supervision and direction of the engine room crew. They 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. They direct the proper care, storage and use of fuel on board ship. They keep records and make reports. Marine engineers may, during the temporary absence of immediate superiors, perform the duties of those individuals.

Some of the physical activities performed by Marine Engineers and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs; communicating orally; 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.

(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 \$49,147 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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, Applications Section, 1 Centre Street, 14th floor, New York, N.Y. 10007 **by mail only**. Applications will not be accepted in person.

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

- (1) is permanently (not provisionally) employed in 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.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency’s personnel office**. If you are marked “not eligible”, your application fee will not be refunded and your test paper(s) will not be rated.

LICENSE REQUIREMENT: At the time of application, you must possess a valid license for Assistant Marine Engineer, or higher, of Motor Ferry Vessels issued by the United States Coast Guard Inspection Service. This license must be rated at 7,000 H.P. or higher.

This license must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENTS TO BE APPOINTED:

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 appointed. Marine Engineers are subject to random drug testing during the term of their employment. Any Marine Engineer found in possession of, or using, illegal drugs will be terminated.

REQUIRED FORMS:

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, the examination title and number in the box at the top right side of the cover page. Fill in sections B and C. 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. Attach a copy of all licenses you list in Section C to your Education and Experience Test Paper.

THE TEST:

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

For full-time satisfactory experience serving as a licensed marine engineer aboard a government or commercial vessel, including time worked as a marine engineer on New York City Department of Transportation ferries, you will receive an additional:

- (A) 10 points for at least one year but less than two years
- (B) 20 points for at least two years but less than three years
- (C) 30 points for at least three years.

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.

THE TEST RESULTS: If you pass the Experience test, meet the License requirement, and are marked eligible, your name will be placed in 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.

GROUP LISTS: All applications postmarked by 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.

ADDITIONAL INFORMATION:

List Termination: The eligible lists resulting from this examination will be terminated one year from the date they are established, unless extended by the Commissioner.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91542; The Ferry Service.

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas