



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

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

SURVEYOR

Exam. No. 0151

WHEN TO APPLY: From: November 4, 2009
To: November 24, 2009

APPLICATION FEE: \$60.00
Payable by mail by money order to D.C.A.S.
(EXAMS), or payable online by credit card,
bank card, or debit card.

WHAT THE JOB INVOLVES: At Assignment Level I, Surveyors, under supervision, with some latitude for independent judgment and action, perform land surveying work. They measure and plot the dimensions and areas of real estate properties, including all natural and machine made structures and objects on such properties, the lengths and directions of boundary lines, and the contour of the surface; utilize survey abstracts, such as final sections, borough survey controls, deeds, and old surveys to determine boundaries and set controls for construction; establish/reestablish real property boundary lines in accordance with relevant laws, codes and regulations; determine encroachments; write boundary descriptions; operate survey instruments, such as total-station, Global Positioning Systems receivers, and electronic data collectors; prepare field sketches; review and edit survey consultant submissions for accuracy and completeness; perform required land surveying calculations; research real property data, collect such information as deeds, titles, tax maps, utility plates, and as-builts, to produce various maps, such as, topographical/property line, damage/acquisition, completion survey, and plan and profile maps; may act as a field supervisor of a survey party in the absence of a supervisor; keep manual and computer records; prepare reports; and operate a motor vehicle. All Surveyors perform related work.

Some of the physical activities performed by Surveyors and environmental conditions experienced are: operating a vehicle to reach sites; working in confined areas such as sewers; opening and lifting manholes; being around hazardous gases; wearing hard hats and protective clothing at sites, and working outdoors in all kinds of weather and traffic conditions.

Special Working Conditions: Surveyors 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 \$62,942 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, 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, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Applications 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 forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only.**

DCAS will not accept applications in person from candidates.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

- (1) A baccalaureate degree from an accredited college or university in surveying, surveying engineering, surveying engineering technology or in a similar surveying-related major, **and** two years of full-time satisfactory land surveying experience; or
- (2) An associate degree from an accredited college or university in the surveying-related majors listed in "1" above, **and** four years of full-time satisfactory land surveying experience; or
- (3) A four year high school diploma or its educational equivalent **and** six years of full-time satisfactory land surveying experience.

High School education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be 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 (CHEA).

Driver License Requirement: At the time of appointment to this position, you must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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 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:** Fill out Sections **A.1, A.2, A.3, A.4, B and C (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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 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 credit up to a maximum of 100 points on the following basis:

Additional Credit:

For having a New York State Land Surveyor License, you will receive 30 points.

For full-time satisfactory experience as a land surveyor, you will receive:

- 10 points for at least 1 year of experience, but less than 2 years; or
- 20 points for at least 2 years of experience, but less than 3 years; or
- 30 points for 3 years or more of experience

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of three years of experience. 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.

Education and experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the education and 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:

Application Receipt: If you apply 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.

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, 14th Floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21015; Engineering Occupational Group.

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