



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

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**NOTICE
OF
EXAMINATION**

**PROMOTION TO WIPER (UNIFORMED)
Exam No. 0526
Amended Notice - June 23, 2010**

WHEN TO APPLY: From: April 7, 2010
To: April 27, 2010

APPLICATION FEE: \$60.00

Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit
card.

THE TEST DATE: The qualifying written test is expected to be held on **Saturday, June 26, 2010.**

The Notice of Examination is amended to state the pass mark of 70% for the Qualifying Written Test in The Test section.

WHAT THE JOB INVOLVES: Wipers (Uniformed), under supervision, assist the Marine Engineer (Uniformed) in the repair and overhaul of machinery and equipment on a fireboat's engine room; maintain proper temperature, pressure and atomization of boilers, steam and heating systems; operate the bilge, ballast, fire, fresh water, sanitary and lubricating systems; operate the equipment necessary for the supply of water to the boilers; clean and paint machinery, equipment, oil burners, engine spaces, living, galley and sanitary areas; lubricate and clean engines, boilers, auxiliary systems; operate automated machinery with touch screens to control fire pumps, propulsion equipment and CBRN ventilation systems; use computer equipment to remotely monitor and adjust engine room equipment from a different location; read gauges, manuals, directives and checklists; assist firefighters on deck as needed for fires or emergencies, if conditions permit; and perform related work.

Some of the physical activities performed by Wipers (Uniformed) and environmental conditions experienced are: climb stairs, ladders and gangplanks to reach various work areas; climb around and over objects, stand for extended periods of time in the engine room and under deck plates; work with and around large machinery; may work on fireboats which are in close proximity to vessels, piers, and/or buildings on fire; work outdoors in all types of weather; communicate and perform duties in noisy environments; and work in smoke and high heat conditions from fires and in areas where footing is slippery due to spilled oils and grease.

Special Working Conditions: Wipers (Uniformed) may be required to work rotating 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 \$79,275 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS WEBSITE:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Fire Department who, **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Firefighter;
2. has served as a member of the Uniformed Force in the Department for a period of not less than three (3) years immediately preceding that date; and
3. 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 if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title of Firefighter 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.

REQUIREMENTS TO BE PROMOTED:

Transportation Workers Identification Card (TWIC) Requirement: You must possess a TWIC issued by the U.S. Transportation and Security Administration by the time of promotion. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for promotion until such process has been completed.

Merchant Mariner Credential (MMC) Requirement: You must obtain this document from the United States Coast Guard by the time of promotion to Wiper (Uniformed).

You must renew and continue to possess a valid TWIC and MMC for the duration of your employment.

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 Section **B**. 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.

THE TEST: You will be given a qualifying written test and an experience test. You must achieve a score of at least 70% to pass the qualifying written test. Only those candidates who pass the qualifying written test will have their experience test rated. Your score on the experience test will determine 100% of your final score. Your score on this test will be used to determine your place on an eligible list. On the experience test, you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Additional Credit:

5 points will be awarded for each additional year in the eligible title of Firefighter, up to a maximum of 15 points.

10 points will be awarded for each year of service aboard commercial, military or government vessels, up to a maximum of 30 points.

5 points will be awarded for 1 year of specialized experience, related to the maintenance, repair and operation of diesel engines, generator sets or electrical equipment.

You will receive a maximum of one year of experience 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. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit. Experience must be obtained **by last day of the Application Period**.

Qualifying Written Test: This test may include questions on basic knowledge of diesel or diesel-electric powered fire boats; lubricants and operation of lubricating devices; fittings, packings and tools; ship nomenclature, compartmentation and layout; maintenance, lubrication and emergency operation of diesel engines, pumps, electrical generators and auxiliary equipment; reading of gauges and indicator devices; basic mechanical aptitude and familiarity with tools and their applications; knowledge of electrical safety procedures; standards of employee conduct, including provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

The qualifying written test may also include questions requiring any of the following abilities:

Written Comprehension: is the ability to understand written sentences and paragraphs.

Problem Sensitivity: is the ability to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Number Facility: involves the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. These can be steps in other operations like finding percentages and taking square roots.

Deductive Reasoning: is the ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.

Spatial Orientation: is the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Only those candidates who pass the qualifying written test will have their Education and Experience Test Paper rated.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application will not be refunded.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the qualifying written test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the experience test and the qualifying written test and you 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.

PROBATIONARY PERIOD: The probationary period for Wipers (Uniformed) promoted as a result of this examination is one (1) year. During this time probationers are required to obtain the **Qualified Member of the Engine Department (QMED)** certification. The QMED certification must be maintained for the duration of your employment. The probationary period may be extended for an additional six (6) months at the discretion of the FDNY if the QMED certification requirement is not met, or for other reasons.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but on or before the date of the qualifying written test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70314; Fire Service.

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