



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

REQUIRED INFORMATION
APPLICATION EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MATE (FERRY)
Exam No. 5514

WHEN TO APPLY: From: October 8, 2014 **APPLICATION FEE: \$68.00**
 To: October 28, 2014 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.

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

WHAT THE JOB INVOLVES Mates (Ferry), under direction, supervise an assigned crew of deckhands on a municipal ferry vessel, in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Safety Plan (CSP), and applicable local, state and federal rules and regulations. They ensure that crew members perform their duties in compliance with agency standard operating procedures, the CSP, applicable laws, rules and regulations, and the needs of their duty stations; ensure the safe embarking and disembarking of passengers and the loading and unloading of authorized vehicles on a ferry vessel in accordance with the CSP; assign deckhands to duty stations and posts lookouts; ensure that deckhands are familiar with watch station bill requirements and duty assignments; instruct deckhands in general seamanship; instruct deckhands in shipboard safety and lookout procedures, including, but not limited to: fire fighting, man overboard, first aid, vessel to vessel transfer, abandon ship procedures, the SMS and the CSP; under the supervision and direction of the Captain, serve as deck officer in charge on scene in emergencies and during life boat, anchor deployment and abandon ship drills; participate in safety and vessel security meetings, under the supervision and direction of the Captain, as well as fire and lifeboat drills; serve as helmsman, radar observer and member of the navigational watch, as assigned by the Captain; are responsible for the safety and care of floating property of the agency; ensure the vessel is maintained in a clean and sanitary condition while in service; prepare incident, accident, and safety reports and requests for repairs, as required; perform vessel safety checks prior to getting underway; perform other safety checks at the direction of the Captain or as deemed necessary; and assist the Captain as needed. All Mates (Ferry) perform related work.

Some of the physical activities performed by Mates (Ferry) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, walking along the boat and up and down staircases during transit.

Special Working Conditions: May work rotating shifts in varying degrees of weather and visibility; may work nights, weekends, 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 \$57,875 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 file 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computer-based Testing and Applications Centers will be closed on Monday, October 13, 2014.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about 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 **by the last day of the Application Period:**

1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Deckhand; 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 an 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.

Credentials, Certificate, and Permit/License Requirements: By the **last day of the Application Period** you must have:

1. A valid U.S. Coast Guard Merchant Marine Credential (MMC) with the following endorsements:
 - a. Mate of inland self-propelled vessels of unlimited tonnage, or superior endorsement; **and**
 - b. Radar Observer (unlimited) or Radar Observer (inland waters and Gulf Intercoastal waterways (GIWW) endorsement; **and**
2. A valid U.S. Coast Guard medical certificate without restriction for service on passenger vessels of unlimited tonnage on inland waters; **and**
3. A valid Federal Communications Commission Marine Radio Operator Permit or superior permit/license; **and**
4. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

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

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Mate (Ferry). Candidates are subject to medical examination, pursuant to Coast Guard regulations. Mates (Ferry) are subject to random drug and alcohol testing during their employment.

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. **Education and Experience Test:** Fill out **Section B (if applicable)**, and **Section C**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

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

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If you have satisfactory full-time experience as a permanent Deckhand with the New York City Department of Transportation:

You will receive:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 5 years	20 points
5 or more years	30 points

You must indicate on your Education and Experience Test the date on which you became a permanent Deckhand. You will receive a maximum of one year of experience credit for each year you worked.

You must clearly specify in detail all of your relevant credentials, certificates, permit/license and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for credentials, certificates, permit/license and experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your credentials, certificates, permit/license and experience once the application period has ended.

Credentials, certificate, permit/license and experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you pass the credential, certificate, permit/license 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 promotion when your name is reached on the eligible list.

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 appointment, 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 last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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. 91556; The Ferry Service.

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