



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CHIEF MARINE ENGINEER

Exam No. 8517

WHEN TO APPLY: From: December 6, 2017

APPLICATION FEE: \$82.00

To: December 26, 2017

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 ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Chief Marine Engineers, under general direction, supervise and direct the operation of the main propulsion equipment and auxiliaries of a diesel direct or diesel electric powered ferryboat. Chief Marine Engineers supervise and direct all members of the below-deck team; supervise and direct the operation, maintenance and minor or emergency repair of the main propulsion equipment, boilers, auxiliaries, electrical equipment, steering engines, pumps and fuel tanks on New York City ferryboats; perform all duties of inspection officer and team leader for below decks; supervise and direct the care, storage and use of fuel on board ship; ensure that machinery and systems are operated in accordance with safety management system requirements, United States Coast Guard and departmental regulations pertaining to the operation of engine equipment of ferryboats and ensure specified documents and records are properly maintained. All Chief Marine Engineers perform related work.

Special Working Conditions:

Chief Marine Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Chief Marine Engineers and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs wearing flotation coats; communicating orally in a noisy environment; 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, and other physical Chief Marine Engineer related work.

(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 \$68,789 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Department of Transportation 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 Marine Engineer; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees 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 may be given the credential, education and experience 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 your 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 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, unless

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

CREDENTIAL AND CERTIFICATE REQUIREMENTS:

By the **date of the Application** you must have:

- 1. A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Chief Engineer of Motor Vessels of unlimited horsepower; **or** an equivalent endorsement in motor vessels issued by the United States Coast Guard; **and**
- 2. A valid U.S. Coast Guard medical certificate without restriction for applicable service; **and**
- 3. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

You must complete Sections A (if Applicable), B & C of the Education and Experience Test, giving all required information on your credentials, certificate and TWIC in order to be eligible. The MMC, medical certificate and TWIC must be maintained for the duration of your employment.

REQUIREMENT(S) TO BE PROMOTED:

At the time of promotion, eligible candidates in the title of Marine Engineer must meet the following qualification requirements:

Medical Requirement: Medical guidelines have been established for the position of Chief Marine Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of Chief Marine Engineer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted. Chief Marine Engineers are subject to random drug and alcohol testing during the term of their employment. Any Chief Marine Engineer found in possession of, or using, illegal drugs will be terminated.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 two (2) business days 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan	Brooklyn	Queens
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard
17th Floor	4th Floor	5th Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 23, 2017 and Monday, December 25, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

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. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- 3. **Education and Experience Test:** Fill out Sections B and C. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 4. **Foreign Education Evaluation Guide: (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 Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 DCAS no later than eight weeks from the last day of the application period.

THE TEST:

You will be given a credential, education and experience test. Your score on this test will be used to determine your place on an eligible list. On the credential, education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

EXPERIENCE:

For full-time satisfactory experience as a permanent Marine Engineer:

- 1. One point will be given for each year of full-time satisfactory experience with a valid MMC with endorsement as a First Assistant Engineer of Motor Vessels of unlimited horsepower, to a maximum of ten points.
- 2. Three points will be given for each year of full-time satisfactory experience with a valid MMC with endorsement as a Chief Engineer of Motor Vessels of unlimited horsepower, to a maximum of 30 points.

EDUCATION:

- 1. Three points will be given for a baccalaureate degree in Marine Engineering from an accredited college or university.
- 2. Two points will be given for a baccalaureate degree in engineering other than Marine Engineering from an accredited college or university.
- 3. Two points will be given for a master's degree in Marine Engineering from an accredited college or university.
- 4. One point will be given for a master's degree in engineering other than Marine Engineering from an accredited college or university.

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. Each year of experience will be credited under only one category which will be the highest appropriate category.

You must clearly specify in detail all of your relevant credentials, education and experience on your Education and Experience Test and submit it by the date of your application. You will not receive credit for credentials, education and experience which you obtain after the last day of the application period.

Credentials, Education and Experience must be obtained by the date of the Application.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the credential and experience test and are marked eligible, your name will be placed in final score order on the eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City Of New York is an Equal Opportunity Employer.
Title Code No. 91522; Ferry Service: Group II - Engineering.

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