



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

CIVIL ENGINEER

Exam No. 9045

WHEN TO APPLY: From: April 3, 2019

APPLICATION FEE: \$82.00

To: April 30, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% 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:

This class of positions encompasses professional civil engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Civil Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in civil engineering. They perform the usual duties of a section engineer in charge of a major design section, major field engineering section, or the equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency in relations with City agencies, contractors and their representatives, damage claimants, consultants or their representatives, and the general public; engage in, or supervise the conducting of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency; prepare, or supervise the preparation of, the basic design plan, or significant or complex portions thereof, for major projects for construction, remodeling, operation, maintenance or repair of public works, structures or installations; make interpretative detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan as proposed or adopted, and prepare maps, designs, plans, contract and working drawings, contract specifications, and other technical specifications; supervise the conducting of field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations; prepare reports on contracts and contract estimates, contract modifications, and recommendations of award; participate in the development of proposals of major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, or the conducting of surveys, or the construction, operation or maintenance of public works, plants or structures; participate in engineering investigations of claims for direct or indirect damages; supervise the inspection or testing in a laboratory, manufacturer's plant, or on a job site, of equipment and materials to be incorporated in public works, plants or structures; supervise the operation and maintenance of public works and the preparation of recommendations for alterations or repairs; when assigned in writing, may sign and seal engineering and other official documents. Civil Engineers may operate a motor vehicle. All Civil Engineers perform related work.

Some of the physical activities performed by Civil Engineers and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing protective equipment, such as hard hats; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working and walking in areas that are under construction and outdoors in all kinds of weather; must be able to lift at least 20 pounds of equipment when required.

Special Working Conditions:

Civil Engineers may be required to work various 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 \$65,783 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

This is a computer-based Education and Experience Test. Your license, education, and experience will be evaluated online and you will receive immediate tentative results. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

The education requirement must be met by June 30, 2019. The license and experience requirement must be met by the last day of the Application Period (April 30, 2019). You will **not** receive credit for education which you obtain after June 30, 2019, and licenses or experience which you obtain after the end of the Application Period (April 30, 2019).

License, Education and Experience Requirements:

A valid New York State Professional Engineer's License **and either:**

- (1) A master's degree in civil engineering from an accredited college or university and three (3) years of full-time, satisfactory experience in civil engineering work; **or**
- (2) Four (4) years of full-time, satisfactory experience in civil engineering work.

Note: A degree in any other engineering area, or in any engineering technology area, is not acceptable.

Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

The college or university must be 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 Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

Note: When you are completing your examination, in the box labeled *Original Date Issued*, enter the date you originally received your New York State Professional Engineer's License. (See Item #3C in the Special Insert: Guide for Completing the Online Examination for detailed instructions on how to complete the Licenses, Certificates and/or Registrations section).

You have until midnight Eastern time on the last day of the Application Period (April 30, 2019) to clearly specify in detail all of your relevant education and license information on your Education and Experience Test in OASys. Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education, license and/or experience online.

Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your licenses, education, and experience online.

In order to receive credit for satisfactory experience performing civil engineering work, for each employment you must have performed **at least three (3)** of the tasks listed in the Civil Engineer Task Inventory. (For more information, see Item #3B in the *Special Insert: Guide for completing the Online Examination* at the end of this document).

Civil Engineer Task Inventory**Task**

Category #	Task Category
0200.0000	Performs or supervises staff conducting civil engineering work. (12 Tasks)
0200.0001	Engages in, or supervises, the conducting of research, investigations, studies or examinations related to engineering functions or activities of a department or agency.
0200.0002	Prepares, or supervises the preparation of, design plan or portions of the basic design plan for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations.
0200.0003	Prepares, or supervises the preparation of, contract specifications and contract estimates, contract modifications, addendums and recommendations of awards.
0200.0004	Participates in proposals for the development of major engineering projects with regard to the acquisition, disposition, or the public/private use of City property, or the conducting of field surveys, or the construction, operation or maintenance of public works, plants or structures.
0200.0005	Signs and/or seals engineering and other official documents.
0200.0006	Reviews or examines plans for the construction, demolition or alteration of structures to comply with the provisions of various codes, zoning regulations, laws, and rules.
0200.0007	Supervises and/or performs the operation and maintenance of public works, plants or structures, and the preparation recommendations for alterations or repairs.
0200.0008	Supervises and/or performs the inspection or testing in a laboratory, manufacturer's plant or on a job site, of equipment and materials to be incorporated in public works, plants or structures.
0200.0009	Makes interpretative detail sketches or layouts of intricate or fundamental portions, or aspects of the basic design plan as proposed or adopted, or based on field conditions, and prepares maps, designs, plans, contract and as-built drawings, contract specifications, and other technical specifications.
0200.0010	Supervises and/or performs the conducting of plan examinations or field survey and construction inspection operations to secure compliance with contract and other specifications, or the inspection of the construction, demolition or alteration of structures, to secure compliance with building codes, zoning resolutions and other pertinent statutes, rules and regulations.
0200.0011	Participates in engineering investigations of claims for direct or indirect damages.

0200.0012 Represents an agency in relations with other City agencies, contractors, and their representatives, damage claimants and their representatives, consultants, and the general public.

You will not receive credit for education that you obtain after June 30, 2019, and licenses or experience that you obtain after the end of the Application Period (April 30, 2019).

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.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ>

You may come to the DCAS Computer-based Testing & Applications Centers to apply 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

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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:

- 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.
- 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 the Department of Citywide Administrative Services no later than eight weeks from June 30, 2019.

THE TEST:

Your score will be determined by a license, education, and experience test. You will receive a score of 70 points for meeting the license, education, and experience 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:

If you have satisfactory full-time experience performing civil engineering work subsequent to receiving a New York State Professional Engineer's License for:

You will receive:

At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points

At least 5 years but less than 6 years	25 points
6 or more years	30 points

In order to receive credit for satisfactory experience performing civil engineering work, for each employment you must have performed **at least three (3)** of the tasks listed in the Civil Engineer Task Inventory shown in the How to Qualify section above. (For more information, see Item # 3B in the *Special Insert: Guide for completing the Online Examination* at the end of this document.)

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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

You must clearly specify in detail all of your relevant licenses, education and experience on your Online Education and Experience Test. You will have until midnight Eastern time on the last day of the Application Period (April 30, 2019) to submit your Online Education and Experience Test; however, once you submit your Online Education and Experience Test, you will not be permitted to submit new or additional information about your licenses, education and/or experience online. You will not receive credit for education after June 30, 2019, and licenses or experience that you obtain after the end of the last day of the Application Period (April 30, 2019).

CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or bring in person to the same address Monday through Friday from 9AM to 5PM. Your written 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.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER ::

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on 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 appointment. If you meet all requirements and conditions, you will be considered for appointment 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:

Selective Certification for Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, make the appropriate selection in the Selective Certification section of the Online Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification For Special Experience:

If you have special experience in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for Selective Certification for Special Experience, make the appropriate selection in the Selective Certification section of the Online Education and Experience Test. **Your experience will be checked by the appointing agency at the time of appointment.**

1. Selective Certification for Environmental Experience (EEX) (Department of Environmental Protection only): At least six months of full-time, satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, and/or ground water treatment.

2. Selective Certification for Positions Requiring Sewer and/or Water Experience (ESW) (Department of Environmental Protection only): At least six months of full-time, satisfactory experience in civil engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting.

3. Selective Certification for Positions Requiring Tunnel Experience (TUN) (Department of Environmental Protection only): At least six months of full-time, satisfactory experience in civil engineering tunnel work.

4. Selective Certification for Positions Requiring Bridge Experience (BRS) (Department of Transportation only): At least one year of full-time, satisfactory experience in bridge related work, i.e. design, construction, maintenance and/or inspection of bridges.

5. Selective Certification for Positions Requiring Traffic Experience (TRC) (Department of Transportation only): At least six months of full-time satisfactory experience in civil and transportation engineering including, but not limited to, studies for the design and cost estimation for: development, maintenance and protection of traffic controls; preliminary construction cost estimation; installation and maintenance of traffic surveillance cameras; vehicle detection systems; dynamic message signs and other transportation related technologies; designing municipal parking field layouts; engineering blocksides for municipal meter installation, removals, and relocations; traffic analysis; roadway geometric design and/or GIS and AutoCAD experience.

6. Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (ARC) (Department of Buildings only): At least one year of full-time satisfactory experience in any of the following specialties: 1) NYC Construction Codes, 2) NYC Zoning Resolution Interpretation, 3) International Building Code or 4) Structural Building Assessment.

7. Selective Certification for Positions Requiring Crane Experience (CEC) (Department of Buildings only): At least one year of full-time satisfactory experience in crane operations, the design or review of plans and specifications for cranes, engineering investigations of crane incidents, and/or field assessments of stability and safety of cranes.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination:

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Education Level
- Employment/Work Experience
- Licenses, Certificates, and/or Registrations
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview and Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. **Prior to Applying for the Examination:** This examination requires all candidates to meet the License, Experience, and Education Requirements listed above in the **How To Qualify** section of this Notice of Examination (NOE). All candidates must meet the following:
A valid New York State Professional Engineer's License **and either**:
 - i. A master's degree in civil engineering from an accredited college or university **and** three (3) years of full-time, satisfactory experience in civil engineering work; **or**
 - ii. Four (4) years of full-time, satisfactory experience in civil engineering work.
Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

If you do not meet the License, Education, and Experience Requirements, you will be found **NOT QUALIFIED** and your application fee will not be refunded.
2. **Completing the APPLICATION:** You must complete the application and examination by midnight, Eastern time, of the last day of the application period. **Your application is not complete until you pay the Application Fee.** If you do not complete your application, which includes payment of the application fee, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the **Online Education and Experience Test**, where you may save your license, education, and experience.
3. **Completing the Online Education and Experience Test:**
 - A. **Completing the EDUCATION LEVEL section:**
 - (I) For each degree and/or diploma you select, you must fill out the information requested.
 - (II) If you were educated in a **foreign country**, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from June 30, 2019. An acceptable foreign education evaluation must include your full social security number printed on it by the evaluation service. If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you **NOT QUALIFIED**.
 - B. **Completing the EMPLOYMENT/WORK EXPERIENCE section:** For each job you list you must fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week

For each job, you must select the tasks you performed from the tasks listed in the dropdown menu.

In order to receive credit for your experience, you must select at least three (3) tasks from the tasks listed under Task Category #0200.0000. For example, if you select two (2) or fewer tasks from Task Category #0200.0000, the job will not receive credit.

- C. **Completing the LICENSES, CERTIFICATES, AND/OR REGISTRATIONS section:** Fill out the information requested. Under the Licenses, Certificates, and/or Registrations section, select a New York State Professional Engineer's License from the drop-down menu. On the line labeled Original Date of Issue you must enter the date your license was originally issued, **not** the date you renewed your registration. **Additional credit is granted only for experience acquired after having received a valid New York State Professional Engineer's License.**
- D. **Completing the SELECTIVE CERTIFICATION section:** This section is optional and will not affect your score.

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. 20215; Engineering Occupational Group.

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