



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO CIVIL ENGINEER

Exam No. 9522

**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. 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. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services 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 Assistant Civil Engineer; **and**
- (2) is not otherwise ineligible.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

(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 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.

#### LICENSE REQUIREMENT:

By the **last day of the application period (April 30, 2019)** you must have:

A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

**You must clearly specify in detail all of your licenses and experience on the Education and Experience Test and submit it by the end of the application period.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

**You must complete Section C of the Education and Experience Test, giving all required information on your license in order to be eligible.**

You will not receive credit for licenses and/or experience that you obtain after the end of the Application Period.

#### 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.

#### 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](http://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](http://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. Education and Experience Test:** Fill out all the required sections displayed onscreen (if applicable). You will 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 experience on your Education and Experience Test and submit it in the Online Application System (OASys). In Section C, you must also indicate the original issue date that you received your New York State License as a Professional Engineer.

#### THE TEST:

You will be given a license and experience test. Your score on this test will be used to determine your place on an eligible list. On the license and experience test you will receive a score of 70 points for meeting the eligibility and license 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 with the City of New York as a permanent (not provisional) Assistant Civil Engineer performing civil engineering work subsequent to receiving a New York State Professional Engineer's License for:**

|  | <b>You will receive:</b> |
|--|--------------------------|
| 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 years or more                        | 30 points                |

**If you have satisfactory full-time experience with an employer other than the City of New York performing civil engineering work subsequent to receiving a New York State Professional Engineer's License for:**

|  | <b>You will receive:</b> |
|--|--------------------------|
| 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 years or more                        | 30 points                |

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.

**You must clearly specify in detail all of your relevant licenses and experience on your Education and Experience Test and submit it by the end of the Application Period.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

Experience must be obtained by the last day of the Application Period (April 30, 2019).

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

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](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought 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

#### **THE TEST RESULTS:**

If you pass the license and experience test and 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. 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](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 promotion 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 promoted 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 promotion 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 promotion.**

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.

**PENALTY FOR MISREPRESENTATION:**

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

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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](http://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](http://nyc.gov/dcas)