



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ENVIRONMENTAL ENGINEER Exam No. 3577

WHEN TO APPLY: From: June 7, 2023

APPLICATION FEE: \$85.00

To: June 27, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service 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 environmental engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Environmental Engineers under general supervision, perform responsible supervisory work, or difficult and responsible work in the field, office, or laboratory in environmental and/or fire protection engineering. Environmental Engineers act as section engineers in charge of a major environmental or fire protection 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, consultants, or their representatives, and the general public in matters relating to environmental and/or fire protection engineering; engage in, or supervise the conduct of complex and important research, investigations, studies, or examinations related to the environmental and/or fire protection engineering functions or activities of a department or agency; prepare or supervise the preparation of the basic design plan or significant and complex portions of the basic design plan, including fire protection portions for major environmental engineering projects for the construction, remodeling, operation, maintenance, or repair of public works, structures, grounds, or installations; make interpretive detail sketches or layouts of intricate or fundamental portions or aspects of the basic design plan for engineering projects as proposed or adopted, and prepare maps, designs, plans, contract and working drawings, estimates, contract specifications, and other technical specifications; approve or supervise the design, inspection, construction, demolition, and/or alteration of premises, installations, or apparatus to ensure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules, and regulations; prepare reports on contracts and contract estimates, contract modifications and recommendations of award; participate in the development of proposals for major engineering projects with regard to the acquisition, disposition, or the public or private use of City property, the conduct of surveys, and the construction, operation or maintenance of public works, plants, or structures; plan, implement, and review studies of environmental impact and pollution control devices; prepare and develop and/or supervise the preparation and development of new and revised pollution control criteria, guides and standards; supervise the operation, maintenance of all fire protection systems and their associated components and equipment, in conjunction with failsafe elements of construction; supervise the inspection operation or testing operation 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; and may operate a motor vehicle in the performance of assigned duties. All Environmental Engineers perform related work.

Some of the physical activities performed by Environmental Engineers and environmental conditions experienced are: walking to and from inspection sites and walking during inspections, climbing and descending ladders and stairs to get to the area to be inspected, standing on scaffolds, standing for an extended period of time, bending and stooping during inspections, working in confined spaces, distinguishing colors, wearing protective equipment like a hard hat, climbing over and around objects, walking and working in areas that may be damp, dark, smoky, acrid, or under construction, working outdoors in all kinds of weather.

Special Working Conditions:

Environmental Engineers will 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 \$74,041 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 of the 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 Environmental 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 are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

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.

REQUIREMENT(S) TO BE PROMOTED:

License Requirement: By June 30, 2023, you must have a valid New York State Professional Engineer's License. This license and current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 instructions 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>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through Friday 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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, June 19, 2023.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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 Exam:** 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 (June 27, 2023) to clearly specify in detail all of your relevant education, experience, and license(s) on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 27, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the last day of the Application Period (June 27, 2023).

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, 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:

If you have satisfactory full-time experience at a New York City government agency as a permanent (not provisional) employee performing engineering work that takes into consideration water, soil, and air pollution, ensuring the protection of the environment and people, for: **You will receive up to:**

At least 1 year but less than 2 years	3.75 points
At least 2 years but less than 3 years	7.5 points
At least 3 years but less than 4 years	11.25 points
At least 4 years but less than 5 years	15 points
At least 5 years but less than 6 years	18.75 points
At least 6 years but less than 7 years	22.5 points
At least 7 years but less than 8 years	26.25 points
8 or more years	30 points

If you have satisfactory full-time experience with an employer other than the City of New York performing engineering work that takes into consideration water, soil, and air pollution, ensuring the protection of the environment and people, for: **You will receive up to:**

At least 1 year but less than 2 years	3.75 points
At least 2 years but less than 3 years	7.5 points
At least 3 years but less than 4 years	11.25 points
At least 4 years but less than 5 years	15 points
At least 5 years but less than 6 years	18.75 points
At least 6 years but less than 7 years	22.5 points
At least 7 years but less than 8 years	26.25 points
8 or more years	30 points

If you have completed a Master's degree at an accredited college or university in:	You will receive:
Environmental Engineering, Chemical Engineering, or Civil Engineering	3.6 points
Mechanical Engineering	3.3 points
Environmental Science	2.8 points
Biology, Chemistry, or Physics	2.3 points

If you possess one or more of the following certifications/licenses/credentials:	You will receive: 2 points
Certified Hazardous Materials Manager (CHMM) issued by the Institute of Hazardous Materials Management (IHMM)	
Hazardous Waste Operations and Emergency Response certification issued by OSHA	
Licensed Site Remediation Professional (LSRP) or Licensed Environmental Professional (LEP) or its equivalent	
Certified Safety Professional issued by the Board of Certified Safety Professionals	
Stormwater Pollution Prevention Plan (SWPPP) Permit	
State Pollutant Discharge Elimination System (SPDES) Permit	
Six Sigma or Lean Six Sigma certification (at any level) issued by the International Association for Six Sigma Certification (IASSC), the American Society for Quality (ASQ), or the Council for Six Sigma Certification (CSSC)	

You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.
(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (June 27, 2023) to clearly specify in detail all of your education, experience, and license(s) and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period on June 27, 2023, your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

Experience must be obtained by the last day of the Application Period (June 27, 2023). Education, certificates, licenses, and credentials must be obtained by June 30, 2023.

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 Self-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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

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:

If you pass the Education and Experience Exam and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

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, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your Driver License will be checked by the promoting agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and "MVO" in 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" folders 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 number and your profile number 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.

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. 20618; Engineering Occupational Group.

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