



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

ASSISTANT ENVIRONMENTAL ENGINEER
Exam No. 6014

WHEN TO APPLY: From: December 3, 2025

To: December 23, 2025

APPLICATION FEE: \$82.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Assistant Environmental Engineers under supervision, perform environmental engineering work of moderate difficulty and responsibility; may supervise subordinate employees. They supervise a small squad, unit or group engaged in the performance of environmental and/or fire protection engineering work in design, construction supervision, inspection and testing, or drafting and tracing; participate in and may supervise the design, inspection, construction, demolition and/or alteration of premises to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules or regulations relating to environmental and/or fire protection engineering projects and programs; engage in research, investigation, or studies related to the environmental and/or fire protection engineering functions or activities of a department or agency; conduct environmental and/or fire protection engineering pilot studies, source and area sampling, including collection of samples and other engineering tests on equipment and processes; make recommendations based on findings; conduct emission inventory, discharge analysis and other environmental and/or fire protection engineering studies; assist in planning and implementing procedures to collect data to determine the source, nature and extent of contaminants; develop, prepare and review drawings, maps, plans, sketches; write specifications and prepare estimates for environmental and/or fire protection engineering projects; check shop drawings; participate in and may supervise the operation and maintenance of public works and in the preparation of recommendations for alterations and repairs; participate in inspection operations, installation, or testing operations in a laboratory, manufacturer's plant, or on a job site by observing, checking and certifying materials and equipment to be incorporated in public works, plants or structures; assist in evaluating installations to determine the need for operational changes, modifications or additional equipment; review or examine plans for the construction, demolition or alteration of structures in connection with the issuance of requisite or pertinent permits and compliance with the provisions of law, rule or regulation for environmental engineering projects and programs; confer with engineers, architects, and others in matters relating to environmental and/or fire protection engineering; may operate a motor vehicle in the performance of assigned duties. All Assistant Environmental Engineers perform related work.

Special Working Conditions:

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

Some of the physical activities performed by Assistant Environmental Engineers and environmental conditions experienced are: Walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for various inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather; may operate a motor vehicle; may go out on barge or boat to take water samples.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE SALARY:

The current minimum salary is \$66,330 per annum. This rate is subject to change.

HOW TO QUALIFY:

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.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by December 23, 2026. The experience requirement needed to qualify must be met by the last day of the Application Period (December 23, 2025).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree in environmental, fire protection, chemical, mechanical, petroleum, aeronautical, or materials engineering from an accredited college or university and one year of full-time satisfactory experience in environmental or fire protection engineering work; or
2. A baccalaureate degree from an accredited college or university in environmental, fire protection, chemical, mechanical, petroleum, aeronautical, or materials engineering technology and three years of full-time satisfactory experience in environmental or fire protection engineering work; or
3. A baccalaureate degree from an accredited college or university and a master's degree in environmental or fire protection engineering from an accredited college or university.

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

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 (December 23, 2025) to clearly specify in detail all of your relevant education and experience 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 (December 23, 2025), 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.

Driver License Requirement:

A Motor Vehicle Driver License valid in the State of New York may be required for some assignments. Employees must maintain this license for the duration of their employment in such assignment.

Residency Requirement Advisory:

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

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

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 via nyc.gov/CivilServiceNowNYC and select the applicable subject.

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 (December 23, 2025) to clearly specify in detail all of your relevant education and experience 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 (December 23, 2025), 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://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.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 (December 23, 2025).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience used to gain additional credit must be obtained by the last day of the Application Period (December 23, 2025).

If you have satisfactory full-time experience in environmental and/or fire protection engineering work performed for:	You will receive up to:
At least 6 months but less than 12 months	10 points
At least 12 months but less than 18 months	15 points
At least 18 months but less than 24 months	20 points
24 or more months	30 points

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

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 may claim a maximum of one year of experience credit for each year you worked.

You have until midnight Eastern time on the last day of the Application Period (December 23, 2025) to clearly specify in detail all of your relevant education and experience 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 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 (December 23, 2025), 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.

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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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, your name will be placed in final score order on 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 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: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.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 License, Certification, and/or Special Experience:

If you have the license, certification, and/or experience listed in one or more of the areas below, you may be considered for appointment to positions requiring a license, certification, and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certification, and/or experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your license(s), certification(s) and/or experience will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, the license(s) and/or certification(s) must be maintained for the duration of your employment.

1. **Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.
2. **NYS Water Operator Certification (WOC):** Possession of a NYS Operator Certification, pursuant to NYS Public Health Law, section 225, subpart 5-1.72, for the operation of a public water supply system.
3. **New York State Professional Engineering License (PEC):** Possession of a valid New York State Professional Engineering License.
4. **Fundamentals of Engineering – Engineer-in-Training Certification (ETC):** Possession of a valid – Engineer-in-Training (EIT) certification by the The National Council of Examiners for Engineering and Surveying (NCEES).
5. **Sewer and/or Water Experience (EWS):** Possession of a valid New York State Professional Engineer's License and at least one (1) year of satisfactory, full-time experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing,

- rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.
6. **Engineer-in-Charge of a Major Design or Field Division Experience (EED):** Possession of a valid New York State License as a Professional Engineer and at least one (1) year of satisfactory, full-time supervisory experience in civil, mechanical, environmental and/or electrical engineering work.
 7. **Municipal Government Experience (MGE):** At least six (6) months of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
 8. **Fire Protection Engineering Experience (FEE):** At least one (1) year of satisfactory, full-time experience, in performing risk, hazard, and life safety analyses in relation to fire load and combustible ignition sources within a proposed project; or designing active (fire suppression systems) and passive (fire and smoke barriers, space separation) fire protection features; or conducting fire simulations utilizing computational fluid dynamics simulated models to determine building performance fire scenarios and predict the behavior of various materials, structures, and processes to protect life and property.
 9. **Construction Project Management Experience (CPM):** At least two (2) years of satisfactory, full-time construction project management experience, that encompasses project preliminary design, project scope of work, project cost estimate, project scheduling and management/ coordination with all stakeholders, project budgeting and payment prep.
 10. **Water System Protection and Operations Experience (WPE):** At least six (6) months of satisfactory, full-time experience in source water protection or reservoir system operations and maintenance, e.g. review for approval of septic system and storm water pollution prevention plans, development of system operations and maintenance plans for multi-reservoir water systems to include all appurtenant facilities, such as dams, bridges, aqueducts, highways and control work, review and inspection of advanced wastewater treatment facilities, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.
 11. **AutoCad and/or ArcGIS Experience (AAE):** At least one (1) year of satisfactory, full-time experience using AutoCad and/or ArcGIS, and such experience was not part of a formal education program.
 12. **Wastewater Systems and Operations Experience (WSO):** At least one (1) year of satisfactory, full-time planning and administrative experience for water, wastewater, environmental, air quality work systems for water waste collections, treatment, biosolids management, combined sewer storage, resource recovery, supporting, and/or planning the engineering of improvement projects, and coordination across operational units.
 13. **Selective Certification for Environmental Hazards in Water Systems (HWS):** If you have at least six (6) months of satisfactory full-time experience in environmental investigation or remediation and/or hazard assessment and risk management for biological or chemical contaminants in plumbing or water distribution systems, you may qualify for preferred consideration for positions requiring this experience.
 14. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
 15. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
 16. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.

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 contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

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 appointment, 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20617; Engineering Occupational Group.

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