



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ASSISTANT PLAN EXAMINER (BUILDINGS) Exam No. 6016

WHEN TO APPLY: From: March 4, 2026

To: March 24, 2026

APPLICATION FEE: \$82.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

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

WHAT THE JOB INVOLVES:

Assistant Plan Examiners (Buildings), under supervision, perform work of moderate difficulty and responsibility in the engineering or architectural analysis of structures and building equipment systems and the examination of plans for the construction, alteration, or repairs of buildings and equipment systems under the jurisdiction of the Department of Buildings. All Assistant Plan Examiners (Buildings) perform related work.

Special Working Conditions:

Assistant Plan Examiners (Buildings) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Assistant Plan Examiners (Buildings) and environmental conditions experienced are: walking and standing for short periods of time; lifting blueprint rolls weighing 20 pounds; and reading blueprints.

(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 \$69,331 per annum. This rate is subject to change.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for this examination before submitting your application. If you are deemed "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 March 24, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (March 24, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A Baccalaureate degree in civil or mechanical engineering from an accredited college or university **and** either (a) one (1) year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction or (b) a Master's degree in civil or mechanical engineering from an accredited college or university; **or**
2. A Baccalaureate degree in civil or mechanical engineering technology from an accredited college or university **and** two (2) years of full-time engineering or architectural work in building design or building construction; **or**
3. A Baccalaureate degree from an accredited college and a Master's degree in civil or mechanical engineering from an accredited college or university **and** one (1) year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction; **or**
4. A Bachelor of Architecture or a Master of Architecture from an accredited college or university, both of which are first professional degrees in architecture (please note that a Baccalaureate degree in architecture awarded after a four-year program does **not** qualify); **or**
5. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in architecture **and** one (1) year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction; **or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

6. A Baccalaureate degree in architectural technology from an accredited college or university **and** one (1) year of full-time satisfactory experience in civil engineering, mechanical engineering, or architectural work in building design or building construction.

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 will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Residency Requirement: 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

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

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:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.
Once you Final Submit, no changes can be made. Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee
3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline. Approved evaluation services are listed in 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>. Request a **"document by document" (general)** evaluation.

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 (March 24, 2026).

If you have additional satisfactory full-time experience in civil engineering, mechanical engineering, or architectural duties in building design or building construction for:	You will receive up to:
At least 6 months but less than 1 year	7.5 points
At least 1 year but less than 1 year and 6 months	15 points
At least 1 year and 6 months but less than 2 years	22.5 points
2 or more years	30 points

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

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

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: Update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <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 on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification for Certificate and/or Special Experience: If you have the certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a 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 certification and/or experience. 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 certification(s) and/or experience will be checked by the appointing agency at the time of appointment.**

1. **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.
2. **Analyzing Greenhouse Gas Emissions (GHG):** At least one (1) year of satisfactory, full-time experience conducting analysis, inventories, and/or verification of GHG emissions.
3. **Architect - Exp. Bldg Codes or Zoning or Assessment (ARC):** At least one (1) year of satisfactory, full-time architectural or civil engineering work experience in any of the following specialties: NYC Construction Codes, NYC Zoning Resolution Interpretation, or International Building Code.
4. **Building Commissioning (BDC):** Possession of at least one of the following valid certifications: Existing Building Commissioning Professional "EBCP" certification from the Association of American Engineers "AEE", Certified Building Commissioning Professional "CBCP" certification from AEE, or Certified Commissioning Authority "CxA" certification from AABC Commissioning Group "ACG."
5. **Building Equipment Systems Experience (BES):** At least one (1) year of satisfactory, full-time experience in the design or examination of plans for the construction, alteration, or repair of building equipment systems.
6. **Civil Engineering Crane Experience (CEC):** At least one (1) year of satisfactory, full-time experience in the design or review of plans and specifications for cranes.
7. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
8. **Energy Auditing (ENA):** Possession of at least one of the following valid certifications: Certified Energy Manager "CEM" certification from the Association of Energy Engineers "AEE", Certified Energy Auditor "CEA" certification from AEE, High-Performance Building Design Professional "HBDP" certification from the American Society Heating, and Air Conditioning Engineers "ASHRAE", Building Energy Assessment Professional "BEAP" certification from ASHRAE, or Multi-Family Building Analyst "MFBA" certification from the Building Performance Institute "BPI."
9. **Energy Management (Extensive) (EMV):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from "AEE": Certified Energy Auditor "CEA," Certified Building Commissioning Professional "CBCP," or Certified Management and Verification Professional "CMVP."
10. **Energy Management (Foundational) and Sustainability (EFS):** Possession of a valid Certified Energy Manager "CEM" certification from the Association of Energy Engineers "AEE" and at least one of the following valid credentials: LEED Green Associate "LEED GA" accreditation from the U.S. Green Building Council "USGBC", LEED Accredited Professional accreditation from the USGBC with a specialization in Building Design + Construction or Operations + Maintenance "LEED AP BD+C" or "LEED AP O+M", or Environmental Sustainability Professionals "ENV SP" certification from the Institute for Sustainable Infrastructure "ISI."
11. **Energy Management (Foundational) Experience (EMF):** Possession of a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE").
12. **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.
13. **Flood Zone Experience (FZE):** At least one (1) year of satisfactory, full-time experience in the design or examination of plans for the construction, alteration, or repair of buildings or building equipment systems in a flood zone.
14. **Municipal Government Experience (MGE):** At least one (1) year 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.
15. **NYC Government College Aide focused on Building Design and Construction (BCD):** Successful completion of at least six (6) months of satisfactory experience as a College Aide performing architectural or engineering work in building design or building construction.
16. **Sustainability (SUS):** Possession of at least one of the following valid certifications: LEED Green Associate "LEED GA" accreditation from the U.S. Green Building Council "USGBC", LEED Accredited Professional accreditation from the USGBC with a specialization in Building Design + Construction or Operations + Maintenance "LEED AP BD+C" or "LEED AP O+M", or Environmental Sustainability Professionals "ENV SP" certification from the Institute of Sustainable Infrastructure.

The above Selective Certification requirements 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 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.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$104.50 (\$75.00 for DCJS, \$12.00 for FBI plus a \$17.50 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

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/dcass 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. 22405; Miscellaneous Occupational Group.

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