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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

ASSISTANT CIVIL ENGINEER
Exam No. 7006
AMENDED NOTICE - July 15, 2026

WHEN TO APPLY: From: July 1, 2026
To: August 25, 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, New York City high school students, first-time test takers, and those receiving public assistance or supplementary security income qualify for a fee waiver.

The Notice of Examination is amended to extend the last day of the Application Period from July 21, 2026 to August 25, 2026. Candidates who previously applied do not need to apply again.

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

WHAT THE JOB INVOLVES:

Assistant Civil Engineers, under supervision, perform civil engineering work of moderate difficulty and responsibility. They supervise a small squad, unit or group engaged in the performance of work in design, construction supervision, inspection and materials testing, or drafting and tracing; engage in research, investigation, or studies related to the engineering functions or activities of a department or agency; produce designs using Computer-Aided Design (CAD) software and other software in accordance with agency requirements; develop drawings, write specifications and prepare estimates of quantities; check shop drawings; participate in field surveys as chief of survey party or in other capacities; participate in inspection operations by observing, checking and certifying the installation of materials and equipment, attest to equipment performance and tests of materials; review or examine plans for the construction, demolition or alteration of structures to comply with the provisions of law, rule or regulation; may operate motor vehicles. All Assistant Civil Engineers perform related work.

Special Working Conditions:

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

Some of the physical activities performed by Assistant Civil 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; opening circular manhole covers; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for manhole 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.

(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 \$66,330 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 the 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 July 21, 2027. The experience requirement needed to qualify must be met by July 21, 2026.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1. A baccalaureate degree in civil engineering from an accredited college or university **and** one year of fulltime satisfactory experience in civil engineering work; **or**
- 2. A baccalaureate degree from an accredited college or university in civil engineering technology **and** three years of full-time satisfactory experience in civil engineering work; **or**
- 3. A baccalaureate degree from an accredited college or university **and** a master's degree in civil 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 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 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:

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304		<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Friday, July 3, 2026.

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://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-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 click on Final Submit, no further changes can be made.

Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- 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 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:

Education and experience used to gain additional credit must be obtained by July 21, 2026.

If you have satisfactory full-time experience in civil engineering work performed subsequent to receiving a baccalaureate degree in civil engineering or civil engineering technology from an accredited college or university for:	You will receive up to:
At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points
At least 48 months but less than 54 months	24 points
At least 54 months but less than 60 months	27 points
60 months or more	30 points

If you took and passed the Fundamentals of Engineering (FE) Examination:	You will receive: 5 points
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Experience used to meet the minimum requirements cannot be used to gain additional credit.

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.

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 Special Experience, License and/or Certificate:

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

1. **Selective Certification for Positions Requiring a 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.
2. **Selective Certification for Positions Requiring Traffic Experience (TEE):** At least six (6) months of full-time satisfactory experience in civil engineering in the design, installation, and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, and other transportation related technologies.
3. **Selective Certification for Positions Requiring Environmental Experience (DEP):** At least six (6) months of full-time satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, and/or ground water treatment.
4. **Selective Certification for Positions Requiring Sewer and/or Water Experience (ESW):** At least six (6) 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.
5. **Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (ARC):** At least one (1) 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.
6. **Selective Certification for Positions Requiring Civil Engineering Crane Experience (CEC):** At least one (1) 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.
7. **Selective Certification for Positions Requiring Energy Management (Foundational) (EMF):** A valid Certified Energy Manager (CEM) certification from the Association of Energy Engineers (AEE).
8. **Selective Certification for Positions Requiring Energy Management (Extensive) (EMX):** 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 Measurement and Verification Professional (CMVP).
9. **Selective Certification for Positions Requiring Energy Auditing (ENA):** 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 of Heating, Refrigerating 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).

- 10. **Selective Certification for Positions Requiring Building Commissioning (BDC):** At least one of the following valid certifications: Existing Building Commissioning Professional (EBCP) certification from the Association of Energy Engineers (AEE), Certified Building Commissioning Professional (CBCP) certification from AEE, or Certified Commissioning Authority (CxA) certification from AABC Commissioning Group (ACG).
- 11. **Selective Certification for Positions Requiring Sustainability (SUS):** 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 specialization in Building Design + Construction or Operations + Maintenance (LEED AP BD+C or LEED AP O+M), or Environmental Sustainability Professionals (ENVSP) certification from the Institute for Sustainable Infrastructure (ISI).
- 12. **Selective Certification for Positions Requiring Energy Management (Foundational) and Sustainability (EFS):** 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 specialization in Building Design + Construction or Operations + Maintenance (LEED AP BD+C or LEED AP O+M), or Environmental Sustainability Professionals (ENVSP) certification from the Institute for Sustainable Infrastructure (ISI).
- 13. **Selective Certification for Positions Requiring Greenhouse Gas Emissions Analysis Experience (GHG):** At least one (1) year of full-time satisfactory experience conducting analysis, inventories, and/or verification of greenhouse gas emissions.
- 14. **Selective Certification for Positions Requiring 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.
- 15. **Selective Certification for Positions Requiring Subway and Railroad Experience (SUB):** At least six (6) months of satisfactory, full-time experience in civil engineering for a subway system or railroad.
- 16. **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.
- 17. **Selective Certification for Positions Requiring 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.
- 18. **Selective Certification for Positions Requiring 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.
- 19. **Selective Certification for AmeriCorps Experience (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.
- 20. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

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.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

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. 20210; Engineering Occupational Group.

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