



ZOHRAN KWAME
MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MATE (DEP)
Exam No. 7524

WHEN TO APPLY: From: July 1, 2026
To: July 21, 2026

APPLICATION FEE: \$101.00
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.

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

WHAT THE JOB INVOLVES:

This class of positions encompasses supportive work of varying degrees of difficulty and responsibility in the navigation and operation of marine vessels.

At Assignment Level I: Mates (DEP), under general direction, on a sludge boat or other Department of Environmental Protection (DEP) marine vessel, carry out the orders of the Captain and direct subordinate personnel in compliance with agency standard operating procedures and applicable local, state and federal rules and regulations, including United States Coast Guard regulations. They provide assistance in the navigation and operation of marine vessels; assist Captain in docking and undocking the vessel; supervise the loading and unloading of cargo; keep the Captain and crew informed of all matters affecting the vessel; instruct deck crew concerning safety and nautical matters; maintain radio and radar watch; assist in overseeing attendance of crew and ordering of supplies; communicate orders to the deck crew; participate in marine vessel fuel and bilge transfer operations; coordinate scheduling and crewing of transfers; provide point of central communication during transfers; act as spill coordinators; comply with oil pollution and security regulations; perform dispatching duties as needed; pilot small vessels up to 100 feet long, such as water quality vessels; keep logs and make reports; may assume the duties of the Captain in an emergency. All Mates (DEP) perform related work.

Special Working Conditions:

Mates (DEP) may be required to work rotating shifts in varying degrees of weather and visibility; may be required to work nights, weekends, and holidays.

Some of the physical activities performed by Mates (DEP) and environmental conditions experienced are: standing for long periods of time during tours of duty or transit time, walking along the boat and up and down staircases during transit.

(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 \$101,939 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the **Department of Environmental Protection** who on the **last day of the application period:**

- 1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Mariner; 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not know if you are eligible, check with **your agency's personnel office**. It is your responsibility to determine 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 and you will not receive a score.

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. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment.

REQUIREMENT(S) TO BE PROMOTED:

License/Permit Requirements: At the time of promotion, candidates on the eligible list must have:

- 1. A valid United States Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer; and
- 2. A Federal Communications Commission Marine Radio Operators Permit (MROP) or higher radio operator license (radio-telephone operator certificate-restricted).

Transportation Worker Identification Credential (TWIC) Requirement: You must possess a valid TWIC issued by the U.S. Transportation and Security Administration within thirty days of promotion. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for promotion until such process has been completed.

The applicable license, permit and credential must be maintained for the duration of employment.

Medical/Physical Requirements: Medical guidelines have been established by the U.S. Coast Guard for the position of Mate (DEP). Candidates will therefore be required to undergo a medical examination prior to promotion and thereafter, pursuant to U.S. Coast Guard regulations. Candidates will be examined to determine whether they can perform the essential functions of the position of Mate (DEP). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted, and if promoted you will be subject to random drug testing for the duration of your employment.

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/home>.

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

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 promotion, 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.

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:

Experience used to gain additional credit must be obtained by the last day of the Application Period (July 21, 2026).

If you have satisfactory full-time experience as a permanent (not provisional) Mariner performing navigation of sludge vessels for the <u>City of New York</u> for:	You will receive up to:
At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points
If you have satisfactory full-time experience performing navigation of sludge vessels for an employer other than the City of New York as either a United States Coast Guard credentialed Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or as a United States Coast Guard credentialed Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer, for:	You will receive up to:
At least 1 year but less than 2 years	1 point
At least 2 years but less than 3 years	2 points

At least 3 years but less than 4 years	3 points
At least 4 years but less than 5 years	4 points
5 or more years	5 points
If you have satisfactory full-time experience as a permanent (not provisional) Mariner performing cargo operations on sludge vessels for the City of New York for:	
At least 1 year but less than 2 years	3 points
At least 2 years but less than 3 years	6 points
At least 3 years but less than 4 years	9 points
At least 4 years but less than 5 years	12 points
5 or more years	15 points

If you have satisfactory full-time experience performing cargo operations on sludge vessels for an employer other than the City of New York as either a United States Coast Guard credentialed Third Mate of Self-Propelled Vessels of unlimited tonnage upon Near Coastal or Ocean Routes or as a United States Coast Guard credentialed Mate Inland Steam or Motor Vessels of any gross tons or appropriate higher level license, with an endorsement as Radar Observer, for:	
At least 1 year but less than 2 years	1 point
At least 2 years but less than 3 years	2 points
At least 3 years but less than 4 years	3 points
At least 4 years but less than 5 years	4 points
5 or more years	5 points

You can receive experience credit for one or more experience categories if applicable.

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 and are marked eligible, 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:

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.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas