



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION
APPLICATION EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MECHANICAL ENGINEER

Exam No. 7538

<p>WHEN TO APPLY: From: January 4, 2017</p> <p style="text-align: right;">To: January 31, 2017</p>	<p>APPLICATION FEE: \$82.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: This class of positions encompasses professional mechanical engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Mechanical Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in mechanical engineering. They perform the usual duties of a section engineer in charge of a major mechanical engineering section, or equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, or department head or top-level engineering or architectural officer or employee in relations with City agencies and departments, contractors and their representatives, damage claimants, consultants or their representatives, and the general public; engage in, or supervise the conducting of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency; prepare, or supervise the preparation of, or examine and review the mechanical engineering portions or aspects of the basic design plan, or significant or complex portions of the basic design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations; prepare designs, plans, contract and working drawings, contract specifications and other technical specifications; supervise the conducting of construction inspection operations with particular reference to mechanical installations or apparatus, or in the inspection or testing in a laboratory, manufacturer's plant or on a job site of equipment or materials to be incorporated in public works, plants or structures or the inspection of premises, in connection with the issuance of requisite and pertinent permits and compliance with the provisions of law, rule and regulation; participate in the supervision of the operation, maintenance, and use of plant, machinery or apparatus; in the Department of Buildings, examine the mechanical engineering aspects of plans for buildings or structures to secure adherence to the provisions of the NYC Construction Codes and other pertinent laws, rules and regulations; when assigned in writing, may sign and seal engineering and other official documents. May operate a motor vehicle. All Mechanical Engineers perform related work.

Some of the physical activities performed by Mechanical Engineers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing or descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing protective equipment, such as hard hats; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather.

Special Working Conditions: Mechanical Engineers may be required to work 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 \$63,074 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. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on 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**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday 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

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, January 16, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications 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".

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, 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 Mechanical Engineer; **and**
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents 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**. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

LICENSE REQUIREMENT: By the last day of the application period (January 31, 2017) you must have:

A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

You must clearly specify in detail all of your relevant licenses and experience on the Education and Experience Test and submit it by the end of the application period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You must complete Section C of the Education and Experience Test, giving all required information on your license in order to be eligible.

You will not receive credit for licenses and experience that you obtain after the end of the Application Period (January 31, 2017).

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.

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 Test:** Fill out **Sections B, C and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions. **Note: In Section C, you must also indicate the original issue date that you received your New York State License as a Professional Engineer.**

THE TEST: You will be given a license and experience test. Your score on this test will be used to determine your place on an eligible list. On the license and experience test you will receive a score of 70 points for meeting the eligibility requirements listed on page 2. 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 with the City of New York as a permanent (not provisional) Assistant Mechanical Engineer performing mechanical engineering work subsequent to receiving a New York State Professional Engineer's License for:

	You will receive:
At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
At least 5 years but less than 6 years	25 points
6 or more years	30 points

If you have satisfactory full-time experience with an employer other than the City of New York performing mechanical engineering work subsequent to receiving a New York State Professional Engineer's License for:

	You will receive:
At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
At least 3 years but less than 4 years	15 points
At least 4 years but less than 5 years	20 points
At least 5 years but less than 6 years	25 points
6 or more years	30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your licenses and experience on the Education and Experience Test and submit it by the end of the application period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information you do not provide on your Education and Experience Test, including information about your current job. If you applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

Experience must be obtained by **the last day of the Application Period (January 31, 2017).**

THE TEST RESULTS: If you pass the license and experience test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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, state "MVO" in section D of the Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of promotion. **If you are promoted through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Special Experience: If you have special experience in one or more of the areas listed below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for

positions requiring this experience. If you wish to apply for Selective Certifications enter the three letter code for the Selective Certification you wish to select in Section D of the Education and Experience Test. **Your experience will be checked by the appointing agency at the time of promotion.**

1. **Selective Certification for Mechanical Engineer Positions Requiring HVAC (HVC), Plumbing (PSC), Building Construction (SBC) and/or Facilities Management Experience (FMS):** At least two (2) years of full-time, satisfactory mechanical engineering experience in any of the following specialties: HVAC, plumbing, building construction and/or facilities management.
2. **Selective Certification for Mechanical Engineer Positions Requiring Code Experience (CCE) (Department of Buildings only):** At least one (1) year of full-time, satisfactory experience in the NYC Construction Codes or International Building Code.
3. **Selective Certification for Mechanical Engineer Positions Requiring Crane Experience (CEC) (Department of Buildings only):** 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.
4. **Selective Certifications for Mechanical Engineer Positions Requiring Experience in Energy Conservation and Efficiency (ECE) (Department of Buildings only):** At least one (1) year of full-time, satisfactory experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits.

The above Selective Certifications 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 documentation by mail to DCAS Bureau of Examinations-Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title, number, your social security number and the selective certification on 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, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20415; Engineering Occupational Group.

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