



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

REQUIRED INFORMATION
APPLICATION
AFFIRMATION FORM
EDUCATION AND EXPERIENCE TEST

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO MARINE ENGINEER (UNIFORMED-FIRE DEPARTMENT)
 Exam No. 8505
 AMENDED NOTICE - AUGUST 29, 2018**

<p>WHEN TO APPLY: From: July 5, 2017 To: August 29, 2018</p>	<p>APPLICATION FEE: \$91.00 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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The Notice of Examination is amended to close the application period as of August 29, 2018.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Under varying levels of supervision, Marine Engineers (Uniformed-Fire Department) operate the main propulsion engines, pumping and auxiliary equipment of diesel-electric powered vessels of the New York City Fire Department to which Marine Engineers are assigned.

At Assignment Level 1: Marine Engineers (Uniformed-Fire Department) under supervision, assist in the operation, maintenance and repair of all machinery, auxiliaries, boilers, fire pumps, deck equipment, heating and ventilating equipment on diesel-electric powered fireboats and report any deficiency or irregularity via official department channels; under direction, conduct all required tests and inspections of machinery, pumps and auxiliaries, and assist in the recording of the results in the Engine Room Log; perform related work as directed by the Marine Engineer in charge of the watch; when necessary, may be required to assume the duties of the Marine Engineer in charge of the watch; perform assignments equivalent to those described, and all other duties prescribed for this position in the Regulations of the Department. All Marine Engineers (Uniformed-Fire Department) perform related work.

Special Working Conditions: Marine Engineers (Uniformed-Fire Department) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Marine Engineers (Uniformed-Fire Department) and environmental conditions experienced are: working outdoors in all kinds of weather, walking on wet decks, working in engine rooms, working around fuel tanks and oil containers, lifting items weighing up to 60 pounds, climbing stairs, standing for long periods, stooping and bending, and other physical Marine Engineer related work.

(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 \$86,172 per annum. This rate is subject to change. There are two 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.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>
2 Lafayette Street 17 th Floor New York, NY 10007	210 Joralemon Street 4 th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375

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 the New York City Fire Department who **on the date of the Application:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Firefighter and has served permanently in such title for a period of not less than three years; or
- (2) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see note below) for the title of Pilot, Fire Marshal (Uniformed), or Wiper (Uniformed) and has served permanently in such title for a period of not less than one year; and
- (3) 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**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

CREDENTIAL REQUIREMENT: On the date of the Application, you must have:

- (1) A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as an Assistant Engineer or Chief Engineer, New York City Motor Fireboats of at least 1,000 H.P.; **or**
- (2) A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as an Assistant Engineer or Chief Engineer, Motor Vessels of at least 1,000 H.P.

You must complete Sections B & C of the Education and Experience Test, giving all required information on your credentials in order to be eligible. The MMC must be maintained for the duration of your employment.

REQUIREMENTS TO BE PROMOTED: At the time of promotion, eligible candidates in the title of Firefighter, Pilot, Fire Marshal (Uniformed), or Wiper (Uniformed) must meet the following qualification requirements:

Transportation Worker Identification Credential (TWIC) Requirement: You must possess a TWIC issued by the U.S. Transportation Security Administration by the time 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 TWIC must be maintained for the duration of your employment.

Medical and Drug Screening Requirement: You will be required to meet medical and drug testing requirements as per standard United States Coast Guard licensing procedures.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title as indicated in the above "Eligibility to Take Examination" section.

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. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.
3. **Education and Experience Test:** Fill out **Sections B and C**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: You will be given a credential and experience test. Your score on this test will be used to determine your place on an eligible list. On the credential and experience test you will receive a score of 70 points for meeting the eligibility and credential 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:

- (1) Two points will be given for each year of full-time satisfactory experience as a permanent Wiper (Uniformed) on New York City Fireboats up to a maximum of 20 points.
- (2) Five points will be given for a valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as an Assistant Engineer, Unlimited Horsepower.
- (3) Ten points will be given for a valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Chief Engineer, Unlimited Horsepower.

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 relevant credentials and experience on your Education and Experience Test and submit it by the date of your application. You will not receive credit for credentials and experience which you obtain after the date of your application.

Credentials and Experience must be obtained by the date of your application.

THE TEST RESULTS: If you pass the credential 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.

GROUP LISTS: All applications completed by midnight Eastern time on the last day in a given month will constitute a group, and the names of all applicants found qualified in that month will appear on a group eligible list. Group eligible lists will be used in the order they are established.

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:

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 date of your application. 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. 70316; Fire Service.

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