



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

DECKHAND

Exam No. 9006

WHEN TO APPLY: From: August 1, 2018

APPLICATION FEE: \$68.00

To: August 21, 2018

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.

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

WHAT THE JOB INVOLVES:

Deckhands, under supervision, perform deckhand duties in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Security Plan (CSP) and applicable local, state and federal rules and regulations on a municipal ferry vessel and at a ferry terminal. Deckhands clean the vessel and/or terminal area; perform lookout and emergency duties of the assigned duty station, such as: launching and manning rescue boats and life rafts, operating firefighting equipment, and assisting in vessel to vessel transfers, under the direction of an Officer; operate boarding doors, gates, aprons and bridges; handle gangways and mooring lines; direct passenger and authorized vehicle traffic, as assigned; patrol deck and assigned duty station and make minor maintenance updates to ensure that all is in a safe and clean condition; assist passengers, as needed; report any suspicious circumstance or object to an Officer or Ferry Terminal Supervisor; perform heavy manual labor, such as: handling vessel and terminal supplies and trash, loading and unloading freight, and snow and ice removal on vessels, terminals and docks using shovels, snow throwers and utility vehicles; participate in safety meetings; fire and lifeboat drills; steering, propulsion, anchor and abandon ship drills; and SMS and CSP training; and make announcements on vessels and in terminals. All Deckhands perform related work.

Special Working Conditions:

Deckhands may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Deckhands and environmental conditions experienced are: wearing flotation coats; standing for long periods of time during tours of duty or transit time; and working rotating shifts in varying degrees of weather and visibility. Deckhands must also be capable of climbing ladders on the Ferry and responding quickly to various emergencies and situations.

(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 \$47,847 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education or experience which you obtain after the end of the Application Period (August 21, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time satisfactory paid experience as a deckhand on ocean, coastwise or inland steam or motor vessels, or equivalent seagoing experience in a sea service of the Armed Forces of the United States; or
2. Graduation from an accredited college or university with an Associate degree in marine technology, such as the maritime technology degree awarded by Kingsborough Community College, including or supplemented by at least one year of deck duty; or
3. Graduation from one of the U.S. Coast Guard approved maritime or sea service academies listed below, including the curriculum, program or qualification indicated:
 - a) The U.S. Merchant Marine Academy (deck curriculum); or
 - b) The U.S. Coast Guard Academy or the U.S. Naval Academy with a qualification as an Underway Officer in charge of a navigational watch; or
 - c) The Deck Class of a Maritime Academy approved by and conducted under the rules prescribed by the Maritime Administrator and listed in part 310 of 46 CFR, including the program in the Deck Class of the Great Lakes Maritime Academy.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Note: To be acceptable, the education and experience described in "1", "2" and "3" above must have been obtained within the last 10 years.

Credential/Certificate Requirements:

Within six (6) months of appointment, all candidates must possess:

1. A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with the following endorsements:
 - a) Able Seaman - any category, or a superior endorsement; and
 - b) Lifeboatman or Lifeboatman-limited.

2. A valid U.S. Coast Guard medical certificate without restriction for applicable service: and

Within thirty (30) days of appointment, all candidates must possess:

A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

All credentials and certificates must be maintained for the duration of employment.

The education and experience requirements must be met by the last day of the Application Period (August 21, 2018).

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 of 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.

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 equivalent percent of full-time-experience.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Deckhand. Candidates will therefore be required to undergo a medical examination prior to appointment and thereafter, pursuant to Coast Guard regulations.

Drug/Alcohol Screening Requirement: Candidates must pass a drug screening to be appointed. Deckhands are subject to random drug and alcohol testing during their employment.

Residency: Under the New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:

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 file 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 two (2) business days 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 file 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	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

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."

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 this examination.
3. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), A.4 (if applicable), and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
4. **Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to DCAS no later than eight weeks from the last day of the application period.

THE TEST:

Your score will be determined by an education and experience test. 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:

1. Six (6) points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry with International Safety Management (ISM) certification for a maximum of 30 points. **In order to receive this credit, you must indicate on your Education and Experience Test that the vessel you worked on had ISM certification.**
2. Four (4) points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry without ISM certification for a maximum of 20 points.
3. Two (2) points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard any seagoing or inland vessel not included in "1" or "2" above for a maximum of 10 points.

Note: For each experience, you must indicate on your Education and Experience Test if the vessel you worked on was a passenger ferry.

Individual months will not be prorated to receive partial credit. For example, 18 months of experience on an ISM certified passenger ferry will receive 6 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. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit. Experience must be obtained by the last day of the application period.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 DCAS at OASys@dcas.nyc.gov. Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

PENALTY FOR MISREPRESENTATION:

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

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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91529; Ferry Service: Group I - Deck.

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