



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

CIVIL ENGINEERING INTERN

Exam No. 9036

WHEN TO APPLY: From: March 6, 2019

APPLICATION FEE: \$68.00

To: March 26, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% 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:

Civil Engineering Interns, under direct supervision of Managers or Civil Engineers, perform elementary civil engineering work in the field, office, or laboratory, and receive training in civil engineering work of moderate difficulty and responsibility on the Assistant Civil Engineer level. The work and training may be in one or more of the following engineering areas: scope development, design, drafting, specifications, estimating, scheduling, construction, inspection, operations, maintenance. Civil Engineering Interns may prepare associated reports and correspondence and maintain records; and may drive a motor vehicle in the performance of assigned duties. All Civil Engineering Interns perform related work.

Special Working Conditions:

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

Some of the physical activities performed by Civil Engineering Interns, and environmental conditions experienced are: walking to and from inspection sites with inspection equipment, such as ladders and traffic cones; climbing and descending from ladders or stairs to get to areas to be inspected; closing lanes of traffic on highways; working on elevated platforms, subway tunnels, over water, or on elevated structures adjacent to railroad tracks; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing a hard hat, safety vest, gas mask and goggles for inspections; communicating both orally and in writing; carrying a laptop/tablet, clipboard, and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, 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 \$49,916 per annum. This rate is subject to change.

Appointments to this class of positions are subject to a two-year probationary period. At the end of one year of satisfactory service, employees in this class of positions will advance, without further examination, to Assistant Civil Engineer, with a salary of \$56,416 per annum. The title of Assistant Civil Engineer has a probationary period of one year. The first year of the Assistant Civil Engineer probationary period will be served concurrently with the last year of the Assistant Civil Engineering Intern probationary period. An unsatisfactory probationer's service may be terminated at any time during the probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

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 which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (March 26, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

A bachelor's degree's degree in civil engineering from an accredited college or university, received between **December 1, 2014 and June 30, 2019**. A degree in any other engineering area or in civil engineering technology is **not** acceptable.

The education requirement must be met by June 30, 2019. The experience requirement must be met by the last day of Application Period (March 26, 2019).

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).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 have until midnight Eastern time on the last day of the Application Period (March 26, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

Residency Requirement: 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 the City of New York.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ>

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

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

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. Education and Experience Test: Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period, March 26, 2019, to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).

3. Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education in this examination) 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 which is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf.

When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from June 30, 2019.

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 requirement listed above and for having a grade point average ("GPA") of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. The education rating will be based on the grades for completed courses through the first semester of the senior year. After this requirement is met, **you will receive additional credit up to a maximum of 100 points** on the following basis:

Degree GPA through the first semester of the Senior Year:

Test Rating	Transcript GPA (based on 4.00)	Transcript GPA Average, %
70.0	2.00 - 2.33	70.0 - 74.9
75.0	2.34 - 2.66	75.0 - 79.9
80.0	2.67 - 2.99	80.0 - 84.9
85.0	3.00 - 3.33	85.0 - 89.9
90.0	3.34 - 3.66	90.0 - 94.9
95.0	3.67 - 3.99	95.0 - 99.9
100	4.0	100

The education requirement must be met by June 30, 2019. Your grade point average through the first semester of the senior year must be clearly stated in your Education and Experience Test in the field labeled "Title." If you do not state your grade point average, you will be disqualified for this examination.

Additional Credit for Experience:

For full-time experience in engineering work, you will receive a maximum of 5 additional points for 6 or more months of experience, up to a total score of 100. If you have any of the engineering work 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 education and experience on your Education and Experience Test Paper and submit it by the end of the application period (March 26, 2019).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER::

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on 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:

Selective Certification for Positions Requiring Driver License: 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. 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, enter "**MVO**" in the Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed 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 the experience listed in one or more of the areas listed below, you may be considered for appointment 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. Your experience will be checked by the appointing agency at the time of appointment.

- **Municipal Government Experience:** At least six (6) months 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. If you wish to apply for this Selective Certification, enter "**MGE**" in the Education and Experience Test.
- **AutoCAD and/or ARCHIBUS Experience:** At least one (1) year of satisfactory, full-time experience using AutoCAD and/or ARCHIBUS. Such experience must not have been part of a formal education program. If you wish to apply for this Selective Certification, enter "**AAE**" in the Education and Experience Test.

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the specific selective certification(s) 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, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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. 20202; Engineering Occupational Group

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