



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ASSISTANT ENVIRONMENTAL ENGINEER

Exam No. 0129

WHEN TO APPLY: From: October 2, 2019

To: October 22, 2019

APPLICATION FEE: \$68.00

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:

Assistant Environmental Engineers, under supervision, perform environmental engineering work of moderate difficulty and responsibility; may supervise subordinate employees. They supervise a small squad, unit or group engaged in the performance of environmental and/or fire protection engineering work in design, construction supervision, inspection and testing, or drafting and tracing; participate in and may supervise the design, inspection, construction, demolition and/or alteration of premises to insure compliance with contracts, drawings, specifications, codes, resolutions, statutes, rules or regulations relating to environmental and/or fire protection engineering projects and programs; engage in research, investigation, or studies related to the environmental and/or fire protection engineering functions or activities of a department or agency; conduct environmental and/or fire protection engineering pilot studies, source and area sampling, including collection of samples and other engineering tests on equipment and processes; make recommendations based on findings; conduct emission inventory, discharge analysis and other environmental and/or fire protection engineering studies; assist in planning and implementing procedures to collect data to determine the source, nature and extent of contaminants; develop, prepare and review drawings, maps, plans, sketches; write specifications and prepare estimates for environmental and/or fire protection engineering projects; check shop drawings; participate in and may supervise the operation and maintenance of public works and in the preparation of recommendations for alterations and repairs; participate in inspection operations, installation, or testing operations in a laboratory, manufacturer's plant, or on a job site by observing, checking and certifying materials and equipment to be incorporated in public works, plants or structures; assist in evaluating installations to determine the need for operational changes, modifications or additional equipment; review or examine plans for the construction, demolition or alteration of structures in connection with the issuance of requisite or pertinent permits and compliance with the provisions of law, rule or regulation for environmental engineering projects and programs; confer with engineers, architects, and others in matters relating to environmental and/or fire protection engineering; may operate a motor vehicle in the performance of assigned duties. All Assistant Environmental Engineers perform related work.

Special Working Conditions:

Assistant Environmental Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Assistant Environmental Engineers and environmental conditions experienced are: Walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for various inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather; may operate a motor vehicle; may go out on barge or boat to take water samples.

(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 \$55,416 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 which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (October 22, 2019).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A Baccalaureate degree in environmental, fire protection, chemical, mechanical, petroleum, aeronautical, or materials engineering from an accredited college or university **and** one year of full-time satisfactory experience in environmental or fire protection engineering work; or
2. A Baccalaureate degree from an accredited college or university **and** a Master's degree in environmental or fire protection engineering from an accredited college or university.

A degree in any other engineering area, or in any engineering technology area, is not acceptable.

The education requirement must be met by January 31, 2020. The experience requirement must be met by the last day of the Application Period (October 22, 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).

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 (October 22, 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.

You will not receive credit for education which you obtain after January, 31, 2020 or experience which you obtain after the end of the Application Period (October 22, 2019).

Driver License Requirement: A Motor Vehicle Driver License valid in the State of New York may be required for some assignments. Employees must maintain this license for the duration of their employment in such assignment.

Residency Requirement Advisory: 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 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, 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 instructions 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. 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

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, October 12, 2019 and Monday, October 14, 2019.

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 (October 22, 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 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 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 "**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 January 31, 2020.

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:

If you have satisfactory full-time experience in environmental and/or fire protection engineering work performed for:	You will receive:
At least 6 months but less than 1 year	10 points
At least 1 year but less than 18 months	15 points
At least 18 months but less than 2 years	20 points
2 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. 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 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 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>

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 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, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Positions Requiring a NYS Water Operator Certification (WOC): If you possess a NYS operator certification, pursuant to NYS Public Health Law, section 225, subpart 5-1.72, for the operation of a public water supply system, you may be given preferred consideration for positions requiring this certification. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your NYS operator certification will be checked by the appointing agency at the time of appointment.

Selective Certification for a New York State Professional Engineering License (PEC): If you possess a valid New York State Professional Engineering License, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your license will be checked by the appointing agency at the time of appointment.

Selective Certification for Fundamentals of Engineering – Engineer-in-Training Certification (ETC): If you possess a valid – Engineer-in-Training (EIT) certification by the The National Council of Examiners for Engineering and Surveying (NCEES), you may be given preferred consideration for positions requiring this

certification. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your certification will be checked by the appointing agency at the time of appointment.

Selective Certification For Special Experience:

Selective Certification for Positions Requiring Sewer and/or Water Experience (EWS): If you possess a valid New York State Professional Engineer's License and at least one (1) year of satisfactory, full-time experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, you may qualify for preferred consideration for positions requiring this license and experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your license and experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Engineer in Charge of a Major Design or Field Division Experience (EED): If you possess a valid New York State License as a Professional Engineer and at least one (1) year of satisfactory, full-time supervisory experience in civil, mechanical, environmental and/or electrical engineering work, you may qualify for preferred consideration for positions requiring this license and experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your license and experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Municipal Government Experience (MGE): If you have 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, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Fire Protection Engineering Experience (FEE): If you have at least one (1) year of satisfactory, full-time experience, in performing risk, hazard, and life safety analyses in relation to fire load and combustible ignition sources within a proposed project; or designing active (fire suppression systems) and passive (fire and smoke barriers, space separation) fire protection features; or conducting fire simulations utilizing computational fluid dynamics simulated models to determine building performance fire scenarios and predict the behavior of various materials, structures, and processes to protect life and property, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Construction Project Management Experience (CPM): If you have at least two (2) years of satisfactory, full-time construction project management experience, that encompasses project preliminary design, project scope of work, project cost estimate, project scheduling and management/ coordination with all stakeholders, project budgeting and payment prep, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Water System Protection and Operations Experience (WPE): If you have at least six (6) months of satisfactory, full-time experience in source water protection or reservoir system operations and maintenance, e.g. review for approval of septic system and storm water pollution prevention plans, development of system operations and maintenance plans for multi-reservoir water systems to include all appurtenant facilities, such as dams, bridges, aqueducts, highways and control work, review and inspection of advanced wastewater treatment facilities, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring AutoCad and/or ArcGIS Experience (AAE): If you have at least one (1) year of satisfactory, full-time experience using AutoCad and/or ArcGIS, and such experience was not part of a formal education program, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Wastewater Systems and Operations Experience (WSO): If you have at least one (1) year of satisfactory, full-time planning and administrative experience for water, wastewater, environmental, air quality work systems for water waste collections, treatment, biosolids management, combined sewer storage, resource recovery, supporting, and/or planning the engineering of improvement projects, and coordination across operational units, you may qualify for preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, check the box to the left of the description in the Selective Certification Section of your Education and Experience Test and submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement 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 Selective Certification you are requesting 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" folders 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 number and your profile number 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. 20617; Engineering Occupational Group.

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