

NOTICE OF EXAMINATION

CHIEF MARINE ENGINEER

Exam No. 0130

WHEN TO APPLY: From: October 2, 2019

To: October 22, 2019

APPLICATION FEE: \$82.00

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:

Chief Marine Engineers, under general direction, supervise and direct the operation of the main propulsion equipment and auxiliaries of a diesel direct or diesel electric powered ferryboat. Chief Marine Engineers supervise and direct all members of the below-deck team; supervise and direct the operation, maintenance and minor or emergency repair of the main propulsion equipment, boilers, auxiliaries, electrical equipment, steering engines, pumps and fuel tanks on New York City ferryboats; perform all duties of inspection officer and team leader for below decks; supervise and direct the care, storage and use of fuel on board ship; ensure that machinery and systems are operated in accordance with safety management system requirements, United States Coast Guard and departmental regulations pertaining to the operation of engine equipment of ferryboats and ensure specified documents and records are properly maintained. All Chief Marine Engineers perform related work.

Special Working Conditions: Chief Marine Engineers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Chief Marine Engineers and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs wearing flotation coats; communicating orally in a noisy environment; standing watch aboard ship which requires good vision and hearing; using speed and agility during shipboard emergencies; and lifting equipment weighing up to 100 pounds, and other physical Chief 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 \$64,192 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the credential and certificate 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 credentials and certificates which you obtain after the end of the Application Period (October 22, 2019).

CREDENTIAL AND CERTIFICATE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Chief Engineer of Motor Vessels of unlimited horsepower; **or** a valid U.S. Coast Guard Merchant Mariner Credential (MMC) with endorsement as a Chief Engineer (Limited) of Motor Vessels of unlimited horsepower; **and**
2. A valid U.S. Coast Guard medical certificate without restriction for applicable service; **and**
3. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

The Credential and Certification requirements must be obtained by the last day of the Application Period (October 22, 2019).

You must clearly specify in detail your credential and certificate on your Education and Experience Test and submit it by the end of the Application Period (October 22, 2019). For your current MMC, medical certificate and TWIC, be sure to list the date issued and expiration date. For each expired MMC with required endorsement you have previously held, complete a separate section listing the date issued and expiration date.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You will not receive credit for credentials and certificates which you obtain after the end of the Application Period (October 22, 2019).

Medical Requirement: Medical guidelines have been established for the position of Chief Marine Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of Chief Marine Engineer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed you will be subject to random drug and alcohol testing for the duration of your employment. Any Chief Marine Engineer found in possession of, or using, illegal drugs will be terminated.

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 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 credential, certification, 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**" (**general**) 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:

You will be given a credential, education and experience test. Your score on this test will be used to determine your place on an eligible list. On the credential, education and experience test you will receive a score of 70 points for meeting the credential and certificate requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

EXPERIENCE:

If you have full-time satisfactory experience serving as a Chief Engineer with a valid MMC with endorsement as a Chief Engineer of Motor Vessels of unlimited horsepower for: **You will receive:**

At least 1 year, but less than 2 years	6 points
At least 2 years, but less than 3 years	12 points
At least 3 years, but less than 4 years	18 points
At least 4 years, but less than 5 years	24 points
5 or more years	30 points

If you have full-time satisfactory experience serving as a Third, Second, or First Assistant Engineer with a valid MMC with endorsement as a Third, Second, or First Assistant Engineer of Motor Vessels of unlimited horsepower for: **You will receive:**

At least 1 year, but less than 2 years	2 points
At least 2 years, but less than 3 years	4 points
At least 3 years, but less than 4 years	6 points
At least 4 years, but less than 5 years	8 points
5 or more years	10 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.

EDUCATION:

1. Three points will be given for a baccalaureate degree in Marine Engineering from an accredited college or university.
2. Two points will be given for a baccalaureate degree in engineering other than Marine Engineering from an accredited college or university.
3. Two points will be given for a master's degree in Marine Engineering from an accredited college or university.
4. One point will be given for a master's degree in engineering other than Marine Engineering from an accredited college or university.

You must clearly specify in detail all of your relevant credentials, education and experience on your Education and Experience Test and submit it by the end of the Application Period. For your MMC with endorsement, be sure to list the date issued and expiration date. For each expired MMC with required endorsement you have held, complete a separate section listing the date issued and expiration date.

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

Education must be obtained by January 31, 2020 and credentials and experience must be obtained 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).

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 credential, 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, 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.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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. 91522; Ferry Service: Group II - Engineering.

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