



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

MECHANICAL ENGINEER

Exam No. 0170

SECOND AMENDED NOTICE - APRIL 8, 2020

WHEN TO APPLY: From: March 4, 2020

To: April 21, 2020

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.

The Notice of Examination is amended to extend the end of the filing period from April 7, 2020 to April 21, 2020.

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

WHAT THE JOB INVOLVES:

This class of positions encompasses professional mechanical engineering work of varying degrees of difficulty and responsibility. There are three Assignment Levels within this class of positions.

At Assignment Level I: Mechanical Engineers, under general supervision, perform responsible supervisory work, or difficult and responsible work in mechanical engineering. They perform the usual duties of a section engineer in charge of a major mechanical engineering section, or equivalent; plan, assign and review the work of subordinates, prepare progress reports, and may represent an agency, or department head or top-level engineering or architectural officer or employee in relations with City agencies and departments, contractors and their representatives, damage claimants, consultants or their representatives, and the general public; engage in, or supervise the conducting of complex and important research, investigations, studies or examinations related to the engineering functions or activities of a department or agency; prepare, or supervise the preparation of, or examine and review the mechanical engineering portions or aspects of the basic design plan, or significant or complex portions of the basic design plan, for major projects for the construction, remodeling, operation, maintenance or repair of public works, structures or installations; prepare designs, plans, contract and working drawings, contract specifications and other technical specifications; supervise the conducting of construction inspection operations with particular reference to mechanical installations or apparatus, or in the inspection or testing in a laboratory, manufacturer's plant or on a job site of equipment or materials to be incorporated in public works, plants or structures or the inspection of premises, in connection with the issuance of requisite and pertinent permits and compliance with the provisions of law, rule and regulation; participate in the supervision of the operation, maintenance, and use of plant, machinery or apparatus; in the Department of Buildings, examine the mechanical engineering aspects of plans for buildings or structures to secure adherence to the provisions of the NYC Construction Codes and other pertinent laws, rules and regulations; when assigned in writing, may sign and seal engineering and other official documents; and may operate a motor vehicle. All Mechanical Engineers perform related work.

Some of the physical activities performed by Mechanical Engineers and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing or descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing protective equipment, such as hard hats; climbing over and around various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather.

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

(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 \$67,757 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

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 will not receive a score.

You will not receive credit for education which you obtain after June 30, 2020, or licenses that you obtain after March 31, 2020, or experience which you obtain after the end of the Application Period (April 21, 2020).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

LICENSE, EDUCATION AND EXPERIENCE REQUIREMENTS:

A valid New York State Professional Engineer's License **and either:**

1. A master's degree in mechanical engineering from an accredited college or university and three (3) years of full-time, satisfactory experience in mechanical engineering work; or
2. Four (4) years of full-time, satisfactory experience in mechanical engineering work.

Current New York State registration as a Professional Engineer must be maintained for the duration of your employment.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

The education requirement must be met by June 30, 2020. The license requirement must be met by March 31, 2020, and the experience requirements must be met by the last day of the Application Period (April 21, 2020).

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 (April 21, 2020) to clearly specify in detail all of your relevant license, education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you are seeking credit for your valid New York State Professional Engineer's License, enter the date you originally received the Registration on your Profile page at the time of completing your examination.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 21, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2020, or licenses that you obtain after March 31, 2020, or experience which you obtain after the end of the Application Period (April 21, 2020).

Residency Requirement Advisory: City Residency is not 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, 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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>. **Beginning in January 2020, the Online Applications System will no longer be supported on Windows 7 or earlier versions of Windows operating systems.**

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

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 Exam:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (April 21, 2020) to clearly specify in detail all of your relevant license, education, and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online. If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 21, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 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 located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the last day of the Application Period (April 21, 2020).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification requirements listed in the "How to Qualify" section. 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 performing mechanical engineering work subsequent to receiving a New York State Professional Engineer's License for:

At least 1 year but less than 2 years	Up to 5 points
At least 2 years but less than 3 years	Up to 10 points
At least 3 years but less than 4 years	Up to 15 points
At least 4 years but less than 5 years	Up to 20 points
At least 5 years but less than 6 years	Up to 25 points
6 or more years	Up to 30 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

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.

You have until midnight Eastern time on the last day of the Application Period (April 21, 2020) to clearly specify in detail all of your relevant education, license, and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 21, 2020), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

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 Self-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 Exam, 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>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating. To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

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, follow the on screen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final 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 Certifications, Credentials, and/or Special Experience: If you have the certifications, credentials, or experience listed below, you may be considered for appointment to positions requiring these certifications, credentials, or experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on screen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your credential(s), certification(s), and experience will be checked by the appointing agency at the time of appointment.**

Selective Certification for Mechanical Engineer Positions Requiring HVAC (HVC): If you have at least two (2) years of full-time, satisfactory mechanical engineering experience in HVAC, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Plumbing (PSC): If you have at least two (2) years of full-time, satisfactory mechanical engineering experience in plumbing, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Building Construction (SBC): If you have at least two (2) years of full-time, satisfactory mechanical engineering experience in building construction, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Facilities Management Experience (FMS): If you have at least two (2) years of full-time, satisfactory mechanical engineering experience in facilities management, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Code Experience (CCE) (Department of Buildings only): If you have at least one (1) year of full-time, satisfactory experience in NYC Construction Codes or International Building Code, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Crane Experience (CEC) (Department of Buildings only): If you have at least two (2) years of full-time, satisfactory experience in crane operations, the design or review of plans and specifications for cranes, engineering investigations of crane incidents, and/or field assessments of stability and safety of cranes, you may receive preferred consideration for relevant positions.

Selective Certification for Mechanical Engineer Positions Requiring Experience in Energy Conservation and Efficiency (ECE) (Department of Buildings only): If you have at least one (1) year of full-time, satisfactory experience in New York City Energy Conservation Code (NYCECC), analysis of property's energy usage, and/or building energy audits, you may receive preferred consideration for relevant positions.

Selective Certification for Energy Management (Foundational) (EMF): If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), you may receive preferred consideration for relevant positions.

Selective Certification for Energy Management (Extensive) (EMX): If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid certifications from AEE, you may receive preferred consideration for relevant positions: Certified Energy Auditor ("CEA"), Certified Building Commissioning Professional ("CBCP"), or Certified Measurement and Verification Professional ("CMVP").

Selective Certification for Energy Auditing (ENA): If you have at least one of the following valid certifications, you may receive preferred consideration for relevant positions: Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), Certified Energy Auditor ("CEA") certification from AEE, High-Performance Building Design Professional ("HBDP") certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers ("ASHRAE"), Building Energy Assessment Professional ("BEAP") certification from ASHRAE, or Multi-Family Building Analyst ("MFBA") certification from the Building Performance Institute ("BPI").

Selective Certification for Building Commissioning (BDC): If you have at least one of the following valid certifications, you may receive preferred consideration for relevant positions: Existing Building Commissioning Professional ("EBCP") certification from the Association of Energy Engineers ("AEE"), Certified Building Commissioning Professional ("CBCP") certification from AEE, or Certified Commissioning Authority ("CxA") certification from AABC Commissioning Group ("ACG").

Selective Certification for Sustainability (SUS): If you have at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.

Selective Certification for Analyzing Greenhouse Gas Emissions ("GHG"): If you have at least one (1) year of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions, you may receive preferred consideration for relevant positions.

Selective Certification for Energy Management (Foundational) and Sustainability (EFS): If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE") and at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure ("ISI").

Selective Certification for Positions Requiring Environmental Experience (EEX) (Department of Environmental Protection only): If you have at least six (6) months of full-time, satisfactory experience in mechanical engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, and/or ground water treatment, you may receive preferred consideration for relevant positions.

Selective Certification for Positions Requiring Sewer and/or Water Experience (ESW) (Department of Environmental Protection only): If you have at least six (6) months of full-time, satisfactory experience in mechanical engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting, you may receive preferred consideration for relevant positions.

Selective Certification for Positions Requiring Tunnel Experience (TUN) (Department of Environmental Protection only): If you have at least six (6) months of full-time, satisfactory experience in mechanical engineering tunnel work, you may receive preferred consideration for relevant positions.

Selective Certification for Positions Requiring Water System Protection and Operations Experience (WPE): If you have at least three (3) years of 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 receive preferred consideration for relevant positions.

Selective Certification for Positions Requiring a NYS Water Operator Certification (WOC): If you have a valid NYS water 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 receive preferred consideration for relevant positions.

The above Selective Certification requirements may be met at any time 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. 20415; Engineering Occupational Group.

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