PROMOTION TO CHIEF MARINE ENGINEER
Exam No. 3501

WHEN TO APPLY:  From: July 6, 2022  APPLICATION FEE: $82.00
To:      July 26, 2022   If you choose to pay the application fee with a credit/debit/gift card, you
                             will be charged a service fee of 2.00% of the payment amount. This service
                             fee is nonrefundable.

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.

ELIGIBILITY TO TAKE EXAMINATION:
This examination is open to each employee of the New York City Department of Transportation who on the
last day of the application period:
1.  holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see
    Note, below) for the title of Marine Engineer; and
2.  is not otherwise ineligible.
(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the
eligible title who have rehiring rights.)
This examination is also open to employees who were appointed to an eligible title pursuant to New York
State Civil Service Law, section 55-a, and who meet all other eligibility requirements.
If you do not know if you are eligible, check with your agency’s personnel office. You are responsible for
determining whether or not you meet the eligibility requirements for this examination prior to submitting your
application. If it is determined that you are not eligible to participate in this examination, your application fee
will not be refunded.

ELIGIBILITY TO BE PROMOTED:
In order to be eligible for promotion, you must have completed your probationary period in the eligible title
as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

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.

For your current MMC, medical certificate and TWIC, be sure to list the date issued and expiration date on your Profile page. For each expired MMC with required endorsement you have previously held, complete a separate section listing the date issued and expiration date.

You will not receive credit for credentials and certificates which you obtain after the end of the Application Period.

REQUIREMENT(S) TO BE PROMOTED:

At the time of promotion, eligible candidates in the title of Marine Engineer must meet the following qualification requirements:

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 medical examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted. Chief Marine Engineers are subject to random drug and alcohol testing during the term of their employment. Any Chief Marine Engineer found in possession of, or using, illegal drugs will be terminated.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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. Effective January 2020, the Online Application System is no longer 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. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find Exam #1889, click Apply, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.
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: 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 (July 26, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

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 (July 26, 2022), your examination will be considered incomplete, 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 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 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 (July 26, 2022).

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed in the Eligibility To Be Promoted section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Additional Points for Experience:

If you have full-time satisfactory experience as a permanent (not provisional) Marine Engineer with a valid MMC with endorsement as a Chief Engineer of Motor Vessels of unlimited horsepower for:

You will receive up to:

At least 1, but less than 2 years 3 points
At least 2, but less than 3 years 6 points
At least 3 years but less than 4 years 9 points
At least 4 years but less than 5 years 12 points
5 or more years 15 points

If you have full-time satisfactory experience as a permanent (not provisional) Marine 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 up to:

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
For education, you will receive additional points as follows:

You will receive:

Possession of a baccalaureate degree in Marine Engineering from an accredited college or university. 3 points

Possession of a baccalaureate degree in engineering other than Marine Engineering from an accredited college or university. 2 points

Possession of a master's degree in Marine Engineering from an accredited college or university. 2 points

Possession of a master's degree in engineering other than Marine Engineering from an accredited college or university. 1 point

The college or university must be from an accredited college or university, accredited by regional, national professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Educatio and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside of the United States, you must have your foreign education evaluated to determine its equivalency 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.

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.

(number of hours worked per week/35) x (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 x 12 = 7.2 months.

For your MMC with endorsement, be sure to list the date issued and expiration date on your Profile page. For each expired MMC with required endorsement you have held, complete a separate section listing the date issued and expiration date.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2023 or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (July 26, 2022) to clearly specify in detail all of your relevant 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 (July 26, 2022), your examination will be considered incomplete, 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.

Education must be obtained by January 31, 2023 and 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 promotion 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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.
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.

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