



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

UNIVERSITY ENGINEER (CIVIL), Exam. No. 2087
UNIVERSITY ENGINEER (ELECTRICAL), Exam. No. 2088
UNIVERSITY ENGINEER (MECHANICAL), Exam. No. 2089
(For The City University of New York Only)

WHEN TO APPLY: From: October 2, 2002
To: October 22, 2002

APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: At Assignment Level I: University Engineers (Civil, Electrical and Mechanical) perform professional engineering work and project management of the City University's capital and rehabilitation civil, mechanical and electrical construction program. Appointments may be made immediately to any assignment level at management's discretion. There are three (3) assignment levels within this class of positions. At each level, a University Engineer (Civil, Electrical or Mechanical) may sign and seal engineering drawings for which the individual has supervisory or preparatory responsibility, and may sign and seal other documents. All personnel perform related work.

Some of the physical activities performed by University Engineers (Civil, Electrical and Mechanical) and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; distinguishing colors; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and 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 for Level I is \$51,454 per annum; for Level II \$61,173; and for Level III \$68,432. This rate is subject to change. There are additional qualification requirements for Level II and Level III positions. See the ADDITIONAL INFORMATION section on page 3.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education, Experience and License Requirements:

- University Engineer (Civil):
- (1) Four (4) years of full-time, satisfactory experience in civil engineering work; and
 - (2) A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

A Masters degree in civil engineering from an accredited college may be substituted for one year of the civil engineering experience required in "1" above.

- University Engineer (Electrical):
- (1) Four (4) years of full-time, satisfactory experience in electrical engineering work; and
 - (2) A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

A Masters degree in electrical engineering from an accredited college may be substituted for one year of the electrical engineering experience required in "1" above.

- University Engineer (Mechanical):
- (1) Four (4) years of full-time, satisfactory experience in mechanical engineering work; and
 - (2) A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

A Masters degree in mechanical engineering from an accredited college may be substituted for one year of the mechanical engineering experience required in "1" above.

Residency: City residency is not required for this position.

English Requirement: Candidates 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 University of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.3, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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 date for applying for this examination.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the license, education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis: (**Note: Experience used to meet the minimum requirement may not be used to gain additional credit. Candidates can receive only fifteen [15] points in each category below.**)

Additional Credit:

- (A) 15 points for at least two (2) or more years of full-time satisfactory experience **designing** civil [for University Engineer (Civil)], electrical [for University Engineer (Electrical)] or mechanical [for University Engineer (Mechanical)] engineering systems for institutional, commercial or industrial buildings including heavy industrial processing plants.
- (B) 15 points for at least two (2) or more years of full-time satisfactory experience in **project coordination or project management** of engineering systems in institutional, commercial or industrial buildings including heavy industrial processing plants. A master's degree in engineering (any specialty) or in business or public administration may be substituted for one of the two years.

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.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on a CUNY eligible list and you will be given a list number. You will be notified by mail of your test results.

If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

For Appointment to Levels II & III: In addition to the above education and experience requirements, candidates are required to have one (1) year of full-time, satisfactory project management experience for assignment to Level II and two (2) years of full-time, satisfactory project management experience for assignment to Level III.

For appointment to Level III, a graduate degree in Public Administration or Business Administration from an accredited college may be substituted for one year of project management experience. Also for appointment to Level III, graduate credits in management courses from an accredited college may be substituted for up to one (1) year of project management experience, on the basis of 48 graduate credits for one year of experience.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer
Title Code No. 04829

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