



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MARINE ENGINEER
Exam. No. 1528
 AMENDED NOTICE July 31, 2013

WHEN TO APPLY: From: January 5, 2011 To: July 31, 2013	APPLICATION FEE: \$82.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
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This amendment closes filing as of July 31, 2013.

WHAT THE JOB INVOLVES: Marine Engineers, under general direction of the Chief Marine Engineer (CME) or other superior officer, operate the main propulsion equipment and auxiliaries of a diesel or diesel-electric powered ferry boat.

They assist the CME or other superior officer in the supervision and direction of the engine room crew (below deck team); take responsible charge of the maintenance, minor or emergency repair work and operation of the main propulsion equipment, boilers, auxiliaries, electrical equipment, steering engines, pumps and fuel tanks on New York City ferry vessels; ensure that all standing orders, agency standard operating procedures, and applicable local, state, and federal rules and regulations are followed, including start-up and shutdown, watchstanding and vessel fuel station procedures; conduct periodic rounds and inspections of machinery spaces; ensure that records of machinery operations and inspections are completed/maintained; supervise vessel fueling and direct the proper care, storage and use of fuel on board ship; ensure that records and log books, including the oil record book and engine logbooks, are maintained, as specified; write reports, when necessary; participate in ferry safety meetings; may during the temporary absence of the immediate superior, perform the duties of that individual. All Marine Engineers perform related work.

Some of the physical activities performed by Marine Engineers and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs wearing floatation coats; communicating orally in a noisy environment; standing watch aboard ship which requires good vision and hearing; using speed and agility during shipboard emergencies; lifting equipment weighing up to 100 pounds, and other physical marine engineer related work.

Special Working Conditions: Marine Engineers may be required to work 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 \$64,231 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package. This form 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 form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of The Department of Transportation who **on the date of the application:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Marine Oiler (Ferry Operations); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility.

LICENSE REQUIREMENT: On the date of application, you must possess a valid license issued by the United States Coast Guard Inspection Service for Third Assistant Marine Engineer or higher of Motor Vessels of unlimited horsepower. A valid license issued by the United States Coast Guard Marine Inspection Service for Third Assistant Marine Engineer or higher of Motor Vessels of unlimited horsepower must be maintained for the duration of your employment.

You must complete Section C of the Education and Experience Test Paper.

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 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.

REQUIREMENTS TO BE PROMOTED:

Transportation Workers Identification Card (TWIC) Requirement: You must possess a TWIC issued by the U.S. Transportation and Security Administration by the time of promotion. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for promotion until such process has been completed.

Merchant Mariner Credential (MMC) Requirement: You must obtain this document from the United States Coast Guard by the time of promotion to Marine Engineer.

You must renew and continue to possess a valid TWIC and MMC for the duration of your employment.

Training Requirement: Within three months of promotion, employees must satisfactorily complete the Department of Transportation Staten Island Ferry (SIF) on-the-job training course in operating all Machinery/Systems of SIF vessels in accordance with the Safety Management System. Satisfactory completion of this course must be attested to in writing by at least two Chief Marine Engineers responsible for training the candidate. Failure to satisfactorily complete this training within three months of promotion will result in termination.

Medical Requirement: Medical guidelines have been established for the position of Marine Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of 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. Marine Engineers are subject to random drug testing during the term of their employment. Any Marine Engineer found in possession of, or using, illegal drugs will be terminated.

REQUIRED FORMS:

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:** Fill out **Sections 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. Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.

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

Additional Credit: For full-time satisfactory experience serving as a licensed marine engineer aboard a government or commercial vessel, including time worked as a marine engineer on New York City Department of Transportation ferries, you will receive an additional:

- 10 points for at least one year but less than two years
- 20 points for at least two years but less than three years
- 30 points for three or more 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.

Licenses and Experience must be obtained by the date of the application.

THE TEST RESULTS: If you pass the license and experience test and are marked eligible, your name will be placed in score order on an 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 promotion when your name is reached on the eligible list.

GROUP LISTS: All applications postmarked by the last day in a given month will constitute a group, and the names of all applicants found qualified in that month will appear on a group eligible list. Group eligible lists will be used in the order they are established.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the date of application. 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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91542; Ferry Service: Group II - Engineering

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