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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

NOTICE OF EXAMINATION

PROMOTION TO MATE (FERRY) Exam. No. 7507

WHEN TO APPLY: From: August 1, 2007 To: August 21, 2007
APPLICATION FEE: \$50.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Mates under direction, supervise an assigned crew of deckhands and attendants on a municipal ferry vessel, in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Security Plan (CSP), and applicable local, state and federal rules and regulations. They ensure that crew members perform their duties in compliance with agency standard operating procedures, the CSP, applicable laws, rules and regulations, and the needs of their duty stations; ensure the safe embarking and disembarking of passengers and the loading and unloading of vehicles on a ferry vessel; ensure the vessel is maintained in a clean and sanitary condition while in service; ensure that deckhands are familiar with watch station bill requirements and duty assignments; assign deckhands to duty stations and post lookouts; instruct deckhands in general seamanship; instruct deckhands in shipboard safety and lookout procedures, including, but not limited to: fire fighting, man overboard, first aid, vessel to vessel transfer, abandon ship procedures, the SMS, and the CSP; serve as deck officers in charge on scene in emergencies and during lifeboat, anchor deployment and abandon ship drills, under the supervision and direction of the Captain; participate in safety and vessel security meetings, under the supervision and direction of the Captain; serve as helmsmen, radar observers, and members of the navigational watch, as assigned by the Captain; are responsible for the safety and care of the floating property of the agency; prepare reports and requests for repairs; assist the Captain as needed; and perform related work.

Special Working Conditions: Some of the physical activities performed by Mates (Ferry) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, and working rotating shifts in varying degrees of weather and visibility.

(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 \$49,936 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you are eligible to take this examination, refer to the "Required Forms" section below for the forms that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Department of Transportation who **by the last day of the Application Period:**

- holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Deckhand: and
- 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. 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 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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:** 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. Fill out Sections A, 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.

REQUIREMENTS TO PROMOTED:

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Mate (Ferry). Candidates will therefore be required to undergo a medical examination prior to promotion and thereafter, pursuant to Coast Guard regulations. Candidates must also pass a drug screening to be promoted. Mates (Ferry) are subject to random drug and alcohol testing during their employment.

LICENSE REQUIREMENTS: By the last day of the Application Period, eligibles must have*:

1. a valid United States Coast Guard License as Inland Mate of Steam or Motor Vessels of any gross tons or a superior license, with an endorsement as Radar Observer; and
2. a Federal Communications Commission Marine Radio Operator permit (Radio-telephone operator's certificate-restricted).

The above license, endorsement and permit must be maintained for the duration of your employment.

* You must attach photocopies of the above license, endorsement and permit with your Education and Experience Test Paper when you apply for this exam.

THE TEST: You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education 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 additional credit up to a maximum of 100 points for experience and/or education acquired within the last 15 years on the following basis:

Additional Credit:

3 points will be given for graduation from one of the approved maritime or sea service academies listed in the United States Code of Federal Regulations (46 CFR 10.407).

3 points will be given for each year of experience as a Mate on an inland passenger ferry vessel with a capacity of 1200 or more passengers.

2 points will be given for each year of experience as a Deckhand on an inland passenger ferry vessel with a capacity of 1200 or more passengers.

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 and experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you pass the education and experience test and are marked eligible, your name will be placed in final 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.

ADDITIONAL INFORMATION:

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.

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 of New York is an Equal Opportunity Employer.
Title Code No. 91556; The Ferry Service (Department of Transportation).

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