



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
FOREIGN EDUCATION FACT SHEET (If applicable)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

**MARINE OILER (FERRY OPERATIONS)
Exam. No. 1026**

WHEN TO APPLY: From: February 2, 2011
To: March 1, 2011

APPLICATION FEE: \$61.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

TEST DATE: The multiple-choice test is expected to be held on **Saturday June 11, 2011.**

AMENDED NOTICE (February 16, 2011)

The Notice of Examination is amended to delete the Merchant Mariner Credential and to extend the close of filing from February 22, 2011 to March 1, 2011.

WHAT THE JOB INVOLVES: Marine Oilers (Ferry Operations), under direct supervision, assist the marine engineers in the operation, maintenance and repair of motor ferry propulsion, auxiliary, and related equipment. They maintain appropriate levels of oil and lubricant in all main engines, ship service diesel generator, main propulsion equipment, shaft bearings, reduction gears, and pumps as needed to properly safeguard vessel equipment; maintain and clean lube oil strainers; operate and clean oil filtration and centrifuge equipment; grease and lubricate bearings, pumps, and couplings; read pressure and temperature gauges and other indicators and take appropriate action; maintain records and logs; clean, scrape and/or paint compartments, bulkheads, auxiliary machinery, boilers, boiler room plates and bilges, as needed; wipe, clean and polish equipment; inspect and maintain below deck emergency and rescue equipment and report findings; perform required duties at fire drills in accordance with United States Coast Guard and department regulations; take required actions in the event of an actual fire, rescue or other emergency; pump sludge tank to drums on deck and supervise their removal; perform periodic inspections of all main and auxiliary machinery in engineering spaces; examine hull for water leakage and bulkheads for water seepage and look for structural damage in all below deck compartments; report routine findings to supervisor after making inspection; report any unusual situations to supervisor for immediate corrective action with a complete description of the problem; use bilge pumps to remove normal daily accumulated seepage from compartments; examine shaft bearings, stern glands and bilges; assist marine engineers in tightening and renewing stern tube packing on shafts; inspect and perform maintenance on items not in use (standby equipment); connect/disconnect shore power cable; fill and maintain level in potable water tanks; flush line shaft bearings; transfer oil to/from barges, vessels, facilities and trucks; perform assigned fueling duties under the direction of the marine engineers. All Marine Oilers(Ferry Operations) perform related work.

Some of the physical activities performed by Marine Oilers (Ferry Operations) 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.

Special Working Conditions: Marine Oiler (Ferry Operations) may be required to work shifts, including nights, weekends 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 \$44,978 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the “ How to Qualify ” section, 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 on screen 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.

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2. **By mail:** Refer to the “Required Forms” section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS(EXAMS), should be returned to DCAS Application Unit, 1 Center 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 and is located online at the above DCAS website. This form 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 form that pertain to you when you complete your “Application for Examination.”

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

You may be given the test before we review your qualifications.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. Two years of full-time, satisfactory experience acquired within the past ten years as a Marine Fireman, Marine Oiler, Water Tender, or Qualified Member of the Engine Department (QMED), or a combination thereof; or
2. At least one and one-half years of full-time satisfactory experience in a position or a combination of positions described in “1” above, acquired within the past ten years, plus sufficient education and/or training of a relevant nature in the marine trades, such as: diesel engine maintenance, marine electric propulsion, electrical troubleshooting, marine apprenticeship and practice on engine simulators, acquired in a vocational high school, trade high school or trade school approved by a State’s Department of Education or a recognized accrediting organization, to make up the equivalent of the remaining six months of the required experience. Six months of acceptable experience will be credited for each year of education and/or training; or
3. Graduation from the U.S. Coast Guard or the U.S. Naval Academy and satisfactory completion of an onboard engineer officer qualification program; or
4. A baccalaureate degree in engineering from a Maritime Academy, such as: SUNY Maritime College, United States Merchant Marine Academy, Massachusetts Maritime Academy, Maine Maritime Academy, California Maritime Academy, approved by and conducted under the rules prescribed by the Maritime Administration and listed in 46 CFR 310; or
5. A baccalaureate degree in marine engineering issued upon completion of a course of study approved by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, and three months of service in the engine department of motor vessels acquired within the past ten years; or
6. A baccalaureate degree in mechanical engineering or electrical engineering issued upon completion of a course of study approved by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, and six months of service in the engine department of motor vessels acquired within the past ten years; or
7. Satisfactory completion of a three-year maritime apprentice engineer training program approved by the commanding officer of the National Maritime Center; or
8. A valid license for Third Assistant Marine Engineer or higher for Motor Vessels of unlimited Horsepower issued by the United States Coast Guard Marine Inspection Service.

Medical Requirements: Medical guidelines established by the U.S. Coast Guard apply to the position of Marine Oiler (Ferry Operations). Candidates will therefore be required to undergo a medical examination prior to appointment and thereafter, pursuant to Coast Guard regulations. Candidates must also pass a drug screening to be appointed. Marine Oilers are subject to random drug and alcohol testing during their employment.

Transportation Worker Identification Credential (TWIC) Requirement: Candidates must possess a valid Transportation Worker Identification Credential issued by the U.S. Transportation Security Administration. Candidates who are engaged in an appeal or waiver process for the TWIC will not be considered for appointment until such process has been completed. Employees must renew and continue to possess a valid TWIC for the duration of employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency’s personnel office** at the time of the appointment interview to find out if City residency is 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 the City of New York.

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 A.1, A.3, A.4, 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. **If you are applying by mail,** 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. **If you are applying online,** follow the online instructions.
3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet 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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on the maintenance, repair, operation and terminology of piping systems, engines, types of oils, properties of lubricants, instrumentation and gauges, boilers, burners, fire protection and safety equipment; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for ISM experience : If you have one year of full-time satisfactory experience as a Marine Oiler aboard a passenger ferry with International Safety Management (ISM) certification, you may be considered for appointment to positions which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience.

Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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. 91547; The Ferry Service: Group II - Engineering

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