



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

## NOTICE OF EXAMINATION

**ASSISTANT CIVIL ENGINEER**  
**Exam No. 1036**  
**AMENDED NOTICE (May 25, 2011)**

<b>WHEN TO APPLY:</b> From: May 4, 2011 To: June 21, 2011	<b>APPLICATION FEE: \$68.00</b> If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
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**The Notice of Examination is amended to extend the end of the filing period from May 24, 2011 to June 21, 2011 and to add two selective certifications.**

**WHAT THE JOB INVOLVES:** Assistant Civil Engineers, under supervision, perform civil engineering work of moderate difficulty and responsibility; may supervise subordinate employees. They supervise a small squad, unit or group engaged in the performance of work in design, construction supervision, inspection and materials testing, or drafting and tracing; engage in research, investigation, or studies related to the engineering functions or activities of a department or agency; develop drawings, write specifications and prepare estimates of quantities; check shop drawings; participate in field surveys as chief of survey party or in other capacities; participate in inspection operations by observing, checking and certifying the installation of materials and equipment, attest to equipment performance and tests of materials; review or examine plans for the construction, demolition or alteration of structures to comply with the provisions of law, rule or regulation; may operate motor vehicles. All Assistant Civil Engineers perform related work.

Some of the physical activities performed by Assistant Civil Engineers and environmental conditions experienced are: Walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; opening circular manhole covers; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for manhole inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; 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.)

**Special Working Conditions:** Assistant Civil Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

**THE SALARY:** The current minimum salary is \$48,126 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](http://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 the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> 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 located online at the above DCAS website. 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."

**HOW TO QUALIFY:**

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

A baccalaureate degree in civil engineering from an accredited college and one year of full-time satisfactory experience in civil engineering work; or a baccalaureate degree in civil engineering from an accredited college

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

and a master's degree in civil engineering from an accredited college. A master's degree in civil engineering from an accredited college can only be used to substitute for one year of full-time satisfactory work experience in civil engineering.

A degree in any other engineering area, or in any engineering technology area, is **not** acceptable.

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

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

**Residency:** City residency is not required for this position.

**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 (if applicable), A.4, A.5 (if applicable), B and D (if applicable)**. 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 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 education and experience test. You will receive a score of 70 points for meeting the 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:

#### **Additional Credit:**

For full-time satisfactory experience in civil engineering work performed subsequent to receiving a baccalaureate degree in civil engineering from an accredited college, you will receive:

15 points for at least one year but less than two years of experience; or

30 points for two or more years of experience.

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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

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 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 Positions Requiring Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "**Driver License**" in **Section D** on page 4 of the Education and Experience Test Paper. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Positions Requiring Traffic Experience:** If you have six months of full-time, satisfactory experience in civil engineering in the design, installation, and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, and other transportation related technologies, you may be considered for appointment to positions in the Division of Traffic of the Department of Transportation which require this experience through a process called Selective Certification. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "**Traffic**" in **Section D** on page 4 of the Education and Experience Test Paper. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet this selective certification requirement at some future date, please submit your request 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.

**Selective Certification for Positions Requiring Environmental Experience:** If you have six months of full-time, satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, ground water treatment, you may be considered for appointment to positions in the the Department of Environmental Protection which require this experience through a process called Selective Certification. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "**Environmental**" in **Section D** on page 4 of the Education and Experience Test Paper. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet this selective certification requirement at some future date, please submit your request 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.

**Selective Certification for Positions Requiring Sewer and/or Water Experience:** If you have six months of full-time, satisfactory experience in civil engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting, you may be considered for appointment to positions in the the Department of Environmental Protection which require this experience through a process called Selective Certification. If you meet this additional requirement you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "**sewer/water**" in **Section D** on page 4 of the Education and Experience Test Paper. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet this selective certification requirement at some future date, please submit your request 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.

**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](mailto: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 last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14<sup>th</sup> 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.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 20210; Engineering Occupational Group

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