



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

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO MARINE ENGINEER  
 (UNIFORMED-FIRE DEPARTMENT)  
 Exam. No. 1529  
 AMENDED NOTICE - July 31, 2013**

<b>WHEN TO APPLY:</b> From: January 5, 2011 To: July 31, 2013	<b>APPLICATION FEE: \$88.00</b> If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
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This amendment closes filing as of July 31, 2013.

**WHAT THE JOB INVOLVES:** Under varying levels of supervision, Marine Engineers (Uniformed-Fire Department) operate the main propulsion engines, pumping and auxiliary equipment of diesel-electric powered vessels of the New York City Fire Department to which Marine Engineers are assigned.

At Assignment Level 1: Marine Engineers (Uniformed-Fire Department), under supervision, assist in the operation, maintenance and repair of all machinery, auxiliaries, boilers, fire pumps, deck equipment, heating and ventilating equipment on diesel-electric powered fireboats and report any deficiency or irregularity via official departmental channels; under direction, conduct all required tests and inspections of machinery, pumps and auxiliaries, and assist in the recording of the results in the Engine Room Log; perform related work as directed by the Marine Engineer in charge of the watch; when necessary, may be required to assume the duties of the Marine Engineer in charge of the watch; perform assignments equivalent to those described, and all other duties prescribed for this position in the Regulations of the Department. All Marine Engineers (Uniformed-Fire Department) perform related work.

Some of the physical activities performed by Marine Engineers and environmental conditions experienced are: working outdoors in all kinds of weather, walking on wet decks, working in engine rooms, working around fuel tanks and oil containers, lifting items weighing up to 60 pounds, climbing stairs, standing for long periods, stooping and bending, 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 \$79,596 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level 1. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency subject to the employee having a valid license issued by the United States Coast Guard Marine Inspection Service for Chief Engineer, New York City Motor Fireboats of at least 1,000 H.P. or Chief Engineer, Motor Vessels of at least 1,000 H.P.

**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](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 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 New York City Fire Department 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 Firefighter and has served permanently in such title for a period of not less than three years; or
- (2) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Pilot, Fire Marshall (Uniformed), or Wiper (Uniformed) and has served permanently in such title for a period of not less than one year; and
- (3) 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.**

**LICENSE REQUIREMENT:** On the date of application, you must possess a valid license issued by the United States Coast Guard Marine Inspection Service for Assistant Engineer or Chief Engineer, New York City Motor Fireboats of at least 1,000 H.P. or Assistant Engineer or Chief Engineer, Motor Vessels of at least 1,000 H.P. A valid license issued by the United States Coast Guard Marine Inspection Service for Assistant Engineer or Chief Engineer must be maintained for the duration of your employment.

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

**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:** At the time of promotion, you must obtain this document from the United States Coast Guard.

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

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in one of the eligible titles as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in such 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 such title for at least 1 year.

**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:**

1. Two points will be given for each year of full-time satisfactory experience as a permanent Wiper (Uniformed) on New York City Fireboats up to a maximum of 20 points.
2. Five points will be given for a valid license issued by the United States Coast Guard Marine Inspection Service for Assistant Engineer, Unlimited Horsepower.
3. Ten points will be given for a valid license issued by the United States Coast Guard Marine Inspection Service for Chief Engineer, 1,000 horsepower or greater.

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.**

**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 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.

**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](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 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.

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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 Center Street, 14<sup>th</sup> Floor NY, NY 10007.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70316; Fire Service.

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