



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 EVALUATION GUIDE (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

ENGINEERING TECHNICIAN Exam No. 3047

WHEN TO APPLY: From: April 3, 2013
To: April 23, 2013

APPLICATION FEE: \$47.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

WHAT THE JOB INVOLVES: This class of positions encompasses engineering technician work under varying degrees of supervision and levels of difficulty. There are four Assignment Levels within this class of positions.

At Assignment Level 1: Engineering Technicians, under direct supervision, with little latitude for independent judgement, perform engineering technician work such as: prepare drawings and maps from data with or without sketches; review and interpret drawings and specifications; perform inspections and tests; participate in routine surveys and assist surveyors by performing various tasks; make calculations which may require the application of geometric, trigonometric, algebraic principles and formulas, and techniques; prepare reports, memos, and correspondence; maintain office records of drawings, plans, maps, surveys, and inspection data; make copies of drawings, trace, ink, and letter drawings; check for errors; participate in routine inspections, observing and checking the installation of materials or equipment and observing tests of same; take samples of borings, and insure conformance with plans and regulations. May utilize computers and may drive motor vehicles. All Engineering Technicians perform related work.

Some of the physical activities performed by Engineering Technicians and environmental conditions experienced are: walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, smoky, or acrid; and 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.)

THE SALARY: The current minimum salary is \$32,824 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This guide 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 guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: 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.

Education and Experience Requirements: You must have:

1. An associate degree from an accredited college or university with a specialization in engineering technology; **or**
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience as an engineering technician; **or**
3. A combination of education and experience which is equivalent to two years of full-time satisfactory experience as described in "2" above. One year of experience credit will be given for each 30 semester credits from an accredited college or university leading to a degree in engineering technology, up to a maximum of two years. However, all candidates must have at least a high school diploma or its educational equivalent.

A degree in any of the engineering majors, other than engineering technology, is not acceptable.

The education requirement must be met by **June 30, 2013**. The experience requirement must be met by **the last day of the Application Period**.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education gained after June 30, 2013 and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, 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.2, A.3 (if applicable), A.4 (if applicable), 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 online**, follow the online instructions. **If you are applying by mail**, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide 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 additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as an engineering technician for:

You will receive:

At least 1 year, but less than 2 years	10 points
At least 2 years, but less than 3 years	20 points
3 or more years	30 points

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.**

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for education gained after June 30, 2013 and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

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 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 "MVO" in Section D 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, 14th 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.**

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 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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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. 20113; Engineering Occupational Group.

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