



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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO PILOT (UNIFORMED)
Exam No. 3528

<p>WHEN TO APPLY: From: January 2, 2013 To: January 22, 2013</p>	<p>APPLICATION FEE: \$91.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The practical test is expected to begin on Monday, June 17, 2013.</p>	

WHAT THE JOB INVOLVES: Pilots on City operated fireboats are responsible to the Fire Officer in Command of the fireboat; and perform all other duties as prescribed for this position in the Regulations for the Uniformed Force and other department publications. They operate fireboats at fires and emergencies; perform maintenance on all portions of fireboats, except engine room and other areas for which other crew members are responsible; navigate, steer and moor fireboats; post deviation card for ship's compass; use electronic navigation equipment while operating fireboat; interpret tide and current charts; plot magnetic courses on navigation charts; and read, interpret and correct navigation charts; use Automatic Identification System (AIS) equipment for proper identification of targets; maintain and/or update electronic equipment and electronic charts as needed; review United States Coast Guard Local Notices to Mariners and any other important harbor information; communicate in a professional manner on Very High Frequency (VHF) marine radios and department radios as needed; maintain bridge data, files and manuals onboard; safely direct Firefighters in line handling when mooring fireboats via chain of command via computer; maintain logbooks and pass along book as needed; adhere to the Chain of Command Rules in FDNY Regulations at all times. All Pilots perform related work.

Some of the physical activities performed by Pilots and environmental conditions experienced are: climbing stairs, ladders and gangplanks to reach various work areas; climbing around and over objects; standing for extended periods of time; using eyesight and hearing when steering the fireboat; using eyesight for reading and interpreting charts and observing and spotting navigational aids and hazards in operating waters; communicating in noisy environments; working in all types of inclement weather; and may be required to operate fireboats in smoke conditions and in close proximity to vessels, piers, and/or buildings on fire.

Special Working Conditions: Pilots will 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 \$82,860 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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:

- | | |
|---|---|
| <p>Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007</p> | <p>Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201</p> |
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The Computerized Testing Centers will be closed on Monday, January 21, 2013.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form 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 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Fire Department who **on the first day of the practical test:**

1. Holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department) or Fire Marshal (Uniformed); and
2. 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 your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

LICENSE AND EXPERIENCE REQUIREMENTS: By the **last date of the filing period**, you must have:

1. A valid United States Coast Guard Operators License for Master, 100 tons or greater, or
2. Two years of deck time approved by United States Coast Guard (e.g., FDNY, military or commercial experience).

The license for "1" above or documentation for "2" above must be presented on the day you take the practical test.

You must clearly specify in detail all of your relevant license and experience information on your Education and Experience Test Paper and submit it by the end of the filing period. You will not receive credit for licenses 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 licenses and experience once the filing period has ended.

REQUIREMENT TO BE PROMOTED:

1. **Transportation Worker Identification Credential (TWIC) Requirement:** You must possess a TWIC issued by the U.S. Transportation and Security Administration by the time of promotion.
2. **Merchant Mariner Credential (MMC) Requirement:** You must have obtained this document from the United States Coast Guard by the time of promotion.
3. **United States Coast Guard License as 500 gross ton Masters Inland or greater with valid radar endorsement:** You must have obtained this license and endorsement from the United States Coast Guard by the time of promotion.
4. **United States Coast Guard License as 1st Class Pilot for New York Harbor Upper Bay:** You must have obtained this license from the United States Coast Guard by the time of promotion.

These credentials and licenses and all of their requirements must be maintained for the duration of your employment as a condition of employment. License requirements must be improved or kept up to date as required by changes to United States Coast Guard regulations, Code of Federal Regulations and/or Fire Department policy.

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. In addition you must have completed three years of permanent service in any one or a combination of the eligible titles.

If service in any one or a combination of the eligible titles has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will count toward the three year requirement

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 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 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.

CREDIT FOR PRIOR POLICE SERVICE: Any member of the uniformed force of the Fire Department who was appointed on or prior to April 9, 2006, and who, immediately prior to his or her appointment to the position of Firefighter, has served as a member of the Police Force in the New York City Police Department (in accordance with Section 15 - 111a of the New York City Administrative Code), the New York City Housing Authority Police Department, or the New York City Transit Police Department (in accordance with Section 15 - 111.1 of the New York City Administrative Code), shall have such time counted as service in the eligible title(s) in the Fire Department in determining promotion eligibility and seniority credit, provided the pension fund contribution required by Section 15 - 111a of the New York City Administrative Code is made.

THE TEST: You will be given a practical test. You must achieve a score of at least 70% to pass this test. Your score on the practical test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. Only passing candidates will be credited with Seniority and Departmental Awards and, if applicable, Veterans Preference credit.

In the practical test, candidates will be required to demonstrate their skill in maneuvering and navigating fire boats in a manner similar to what would be required when fighting a fire and/or performing other tasks. Candidates may be required to complete several evolutions satisfactorily within prescribed time limits. The evolutions may include activities such as: pre-checks and procedures prior to getting underway, interpretation of bridge data, use of charts, radar operations and navigation, calculation of tides and currents; maneuvering a twin screw vessel; fair tide landing; radar navigation of a vessel; maneuvering a twin screw vessel with one main propulsion engine in an emergency such as man overboard and rescue; maneuvering a vessel in a confined space; and docking and securing a vessel. **No second opportunity will be given to candidates who fail, or fail to appear for the practical test.**

SENIORITY AND AWARDS:

Method of Computing Seniority: Use the following chart to determine the score for permanent service in the eligible title(s).

If your Date of Permanent Appointment to the Eligible Title(s) is:	You will Receive:	If Your Date of Permanent Appointment to the Eligible Title(s) is:	You will Receive:
06/18/13 – or after	not eligible	03/18/08 – 06/17/08	80.000 %
03/18/13 – 06/17/13	70.000 %	12/18/07 – 03/17/08	80.250 %
12/18/12 – 03/17/13	70.500 %	09/18/07 – 12/17/07	80.500 %
09/18/12 – 12/17/12	71.000 %	06/18/07 – 09/17/07	80.750 %
06/18/12 – 09/17/12	71.500 %	03/18/07 – 06/17/07	81.000 %
03/18/12 – 06/17/12	72.000 %	12/18/06 – 03/17/07	81.250 %
12/18/11 – 03/17/12	72.500 %	09/18/06 – 12/17/06	81.500 %
09/18/11 – 12/17/11	73.000 %	06/18/06 – 09/17/06	81.750 %
06/18/11 – 09/17/11	73.500 %	03/18/06 – 06/17/06	82.000 %
03/18/11 – 06/17/11	74.000 %	12/18/05 – 03/17/06	82.250 %
12/18/10 – 03/17/11	74.500 %	09/18/05 – 12/17/05	82.500 %
09/18/10 – 12/17/10	75.000 %	06/18/05 – 09/17/05	82.750 %
06/18/10 – 09/17/10	75.500 %	03/18/05 – 06/17/05	83.000 %
03/18/10 – 06/17/10	76.000 %	12/18/04 – 03/17/05	83.250 %
12/18/09 – 03/17/10	76.500 %	09/18/04 – 12/17/04	83.500 %
09/18/09 – 12/17/09	77.000 %	06/18/04 – 09/17/04	83.750 %
06/18/09 – 09/17/09	77.500 %	03/18/04 – 06/17/04	84.000 %
03/18/09 – 06/17/09	78.000 %	12/18/03 – 03/17/04	84.250 %
12/18/08 – 03/17/09	78.500 %	09/18/03 – 12/17/03	84.500 %
09/18/08 – 12/17/08	79.000 %	06/18/03 – 09/17/03	84.750 %
06/18/08 – 09/17/08	79.500 %	06/17/03 or earlier	85.000 %

Service during the above time periods that is not continuous may result in lower seniority credit. No additional credit will be given for more than 10 years of service in the eligible title nor will credit be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the eligible titles shall be given appropriate credit. Time off payroll may be deducted from your seniority score. In addition, if permanent service in any one or combination of the eligible titles has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will count for seniority purposes.

Awards:

- Roll of Merit, Class 1.....add 1.500%
- Roll of Merit, Class 2.....add 1.000%
- Roll of Merit, Class 3.....add 0.500%
- Service Rating A.....add 0.250%
- Service Rating B.....add 0.125%
- Unit Citation.....add 0.063%
- Pre-Hospital Save Commendation (post 7/1/07).....add 0.063%

Terms and Conditions Governing Credit for Departmental Awards:

- a. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted. Credit for an award will not be split between two promotion exams. If a candidate previously reached the maximum on Seniority and Departmental Awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.

- b. Credit for awards must be used by the candidate at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest award will be credited first.
- c. Only departmental awards which have actually been granted on or before the date of the practical test will be credited.

The maximum credit attainable for seniority and departmental awards is 100%.

Seniority and Awards and Veteran's Preference Credits will be awarded only to those candidates who pass the practical test.

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, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the practical 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: 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

- 1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- 2. You become eligible after the above application period but on or before the first day of the practical test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- 1. compulsory attendance before a public body;
- 2. on-the-job injury or illness caused by municipal employment;
- 3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- 4. absence due to ordered military duty; or
- 5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70312; Fire Service.

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