



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

ENGINEERING TECHNICIAN Exam. No. 6048

WHEN TO APPLY: From: December 6, 2006 **APPLICATION FEE: \$30.00**
To: December 26, 2006 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 31, 2007.**

WHAT THE JOB INVOLVES: Engineering Technicians, under varying degrees of supervision, with some latitude for independent judgment, prepare drawings and maps from data with or without sketches; review and interpret drawings and specifications; perform inspections and tests; assist surveyors by performing various tasks (e.g., acting as a levelman); perform calculations which may require the application of geometric, trigonometric, and algebraic principles; prepare reports, memos, and correspondence; maintain office records of drawings, plans, maps, survey and inspection data; may operate a motor vehicle. 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 \$29,181 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience as an engineering technician; or
2. An Associate's degree from an accredited community college or technical institution with a specialization in engineering technology; or
3. A combination of education and experience as described above which is equivalent to two years of the experience in "1" above. Credits from an accredited college in engineering technology or an engineering discipline may be substituted for experience on the basis of 30 semester credits equals one year of the experience described in "1" above. However, all candidates must have at least a high school diploma or its educational equivalent.

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

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 FORM(S):

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:** 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. Fill out Sections A.1 (if required), A.2, A.4, B, and D (optional). 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.
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: 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 written communication; science, elementary engineering and general construction principles, methodology, techniques, and materials; technical drawings and drafting principles; surveying principles and techniques; job-related mathematics which includes algebra, geometry, trigonometry, and unit conversion; data analysis; and other related areas.

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 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 Positions Requiring Driver License: If you have a motor vehicle Driver License valid in the State of New York, you may be considered for appointment to positions through a process called Selective Certification. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. 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 - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20113; Engineering Technician Occupational Group.

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