



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

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

MARINE OILER (FERRY OPERATIONS)

Exam. No. 2081

WHEN TO APPLY: From: November 6, 2002 **APPLICATION FEE: \$40.00**
To: November 26, 2002 *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, February 1, 2003.

WHAT THE JOB INVOLVES: Marine Oiler (Ferry Operations) assists the Marine Engineer in the operation, maintenance and repair of motor ferry propulsion, auxiliary, and related equipment. Maintains appropriate levels of oil lubricant in all main engines, Ship Service Diesel Generator main propulsion equipment, shaft bearings, reduction gears, and pumps as needed to properly safeguard vessel equipment. Maintains and orders lube oil stores. Operates and cleans lube oil filtration and centrifuge equipment. Greases/lubricates bearings, pumps and couplings. Reads gauges and other indicators such as fuel oil pressure and temperature, steam pressure on heating boilers, etc. Fills out records and logs. Cleans, scrapes and/or paints compartments, bulkheads, auxiliary machinery, boiler room plates and bilges, and boilers as needed. Wipes, cleans and polishes equipment. In ferry terminals, operates heating boilers; cleans and adjusts burners; maintains boiler feed pumps and fuel oil pumps; secures and cleans strainers; and maintains proper temperature and pressure in the fuel oil system. Inspects below deck emergency and rescue equipment. Performs required duties at fire drills in accordance with United States Coast Guard and department regulations. Takes required actions in the event of an actual fire, rescue or other emergency. Pumps sludge tank to drums on deck and supervises their removal. Makes periodic inspections of all auxiliary machinery in engineering spaces. Examines hull for water leakage and bulkheads for water seepage and looks for structural damage in all below deck compartments. Reports routine findings to supervisor after making inspection. Reports any unusual situations to supervisor for immediate corrective action with a complete description of the problem. Uses bilge pumps to remove normal daily accumulated seepage from compartments. Examines shaft bearings, stern glands and bilges. Assists marine engineer tightening and renewing stern tube packing in shafts. Performs maintenance on items not in use (standby equipment). Disconnects shore power cable. Fills and maintains level in potable water tanks. Flushes line shaft bearings. Transfers oil from fuel barge to vessels. Performs assigned fueling duties under the direction of the marine engineer.

Some of the physical activities performed by Marine Oilers (Ferry Operations) and environmental conditions experienced are: walking up and down steep gangways, ladders and stairs; communicating orally; standing watch aboard ship which requires good vision and hearing; using speed and agility during shipboard emergencies; and lifting equipment weighing up to 100 pounds.

(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 \$38,790 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. Two years of full-time, satisfactory experience acquired within the past fifteen years as a Marine Fireman, Marine Stoker, Marine Oiler, Water Tender, or Qualified Member of the Engine Department (QMED); or a combination thereof; or
2. At least one and one-half years of full-time satisfactory experience in a position or a combination of positions described in "1" above acquired within the past fifteen years, plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year

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of approved trade or vocational high school.

3. At least one year of full-time satisfactory experience in a position or a combination of positions described in "1" above acquired within the past fifteen years, plus a baccalaureate degree in marine engineering or marine technology from an accredited school and possession of a valid license for Third Assistant Marine Engineer or higher issued by the United States Coast Guard Marine Inspection Service.

Medical Requirement: Medical guidelines have been established for the position of Marine Oiler (Ferry Operations). Candidates will be examined to determine whether they can perform the essential functions of the position of Marine Oiler (Ferry Operations). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position of Marine Oiler (Ferry Operations) if:

- (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.

You must maintain City residency as a condition of employment.

English Requirement: Candidates 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. 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: Multiple-choice test, weight 50%, 70% required; practical-oral test, weight 50%, 70% required. The multiple-choice test may include questions on the maintenance, repair, operation and terminology of piping systems, engines, types of oils, properties of lubrication, instrumentation and gauges, boilers, burners, fire protection and safety equipment, fueling procedures, use of appropriate tools and pumps; and other related areas.

The practical-oral test will be held aboard a motor vessel. The candidate may be required to demonstrate knowledge of the following: the lubrication, maintenance, repair, and operation of marine diesel propulsion and auxiliary equipment; the maintenance, repair, and operation of heating equipment; the maintenance and operation of fire protection and safety equipment; 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 and practical-oral test, your name will be placed in 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:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 91547; The Ferry Service.

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