



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 FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

DECKHAND

Exam. No. 0114

<p>WHEN TO APPLY: From: April 7, 2010 To: April 27, 2010</p>	<p>APPLICATION FEE: \$45.00 Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
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WHAT THE JOB INVOLVES: Deckhands, under supervision, perform deckhand duties in compliance with agency standard operating procedures, the Safety Management System (SMS), the Vessel Security Plan (VSP) and applicable local, state and federal rules and regulations on a municipal ferry vessel and at a ferry terminal. They clean the vessel and/or terminal area; perform lookout and emergency duties of the assigned duty station, such as launching and manning rescue boats, operating fire fighting equipment, and assisting in vessel to vessel transfers, under the direction of an Officer; participate in fire, lifeboat, and anchor drills and safety meetings; handle gangways and mooring lines; operate boarding doors, gates, aprons and bridges; regulate passenger traffic; patrol deck to ensure that all is in safe and clean condition and that passengers comply with departmental rules and regulations; report any suspicious circumstance or object to an Officer or Ferry Terminal Supervisor; perform heavy manual labor such as handling vessel and terminal supplies and trash, and loading and unloading freight. All Deckhands perform related work.

Special Working Conditions: Deckhands may be required to work shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by deckhands, and environmental conditions experienced are: wearing flotation coats; standing for long periods of time during tours of duty or transit time; and working rotating shifts in varying degrees of weather and visibility. Deckhands must also be capable of climbing ladders on the Ferry and responding quickly to various emergencies and situations.

(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 \$43,298 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, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at 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.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. 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."

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 paid experience as a deckhand on ocean, coastwise or inland steam or motor vessels, or equivalent seagoing experience in a sea service of the Armed Forces of the United States; or
2. Graduation from an accredited college or university, 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), with an Associate degree in marine technology, such as the maritime technology degree awarded by Kingsborough Community College, including or supplemented by at least one year of deck duty; or
3. Graduation from one of the U.S. Coast Guard approved maritime or sea service academies listed below, including the curriculum, program, or qualification indicated:
 - a) The U.S. Merchant Marine Academy (deck curriculum); or
 - b) The U.S. Coast Guard Academy or the U.S. Naval Academy with a qualification as an Underway Officer in charge of a navigational watch; or
 - c) The Deck Class of a Maritime Academy approved by and conducted under the rules prescribed by the Maritime Administrator (see 46 CFR 11.407), including the program in the Deck Class of the Great Lakes Maritime Academy.

Note: To be acceptable, the education and experience described in "1", "2" and "3" above must have been obtained within the last 10 years.

Medical Requirement: Medical guidelines have been established for the position of Deckhand. Candidates will be examined to determine whether they can perform the essential functions of the position of Deckhand. 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/Alcohol Screening Requirement: You must pass a drug/alcohol screening in order to be appointed. Deckhands are subject to random drug and alcohol testing during their employment.

Transportation Worker Identification Credential (TWIC) Requirement: You must possess a TWIC issued by the U.S. Transportation and Security Administration within thirty days of appointment. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for appointment until such process has been completed.

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.

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.

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 **Section A.1 (if applicable), Section A.3 (if applicable), Section A.4 (if applicable), and Section 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. **If you are applying by mail,** 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. **If you are applying online,** follow the online instructions.
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: 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 credit up to a maximum of 100 points for experience in the last 10 years on the following basis:

1. 6 points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry with International Safety Management (ISM) certification for a maximum of 30 points. **In order to receive this credit, you must indicate on your Education and Experience Test Paper that the vessel you worked on had ISM certification.**
2. 4 points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry without ISM certification for a maximum of 20 points.
3. 2 points will be awarded for each additional full year of full-time paid satisfactory experience as a deckhand or higher above deck title aboard any seagoing or inland vessel not included in "1" and "2" above for a maximum of 10 points.

Note: For each experience, you must indicate on your Education and Experience Test Paper whether or not the vessel you worked on was a passenger ferry.

You will receive a maximum of one year of credit for each full year (12 months) worked. Individual months will not be prorated to receive partial credit. For example, 18 months of experience on an ISM certified passenger ferry will receive 6 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. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit. Education and experience must be obtained by the last day of the application period.

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:

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.

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, Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91529; The Ferry Service.

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