



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

**PLAN EXAMINER (BUILDINGS)
Exam. No. 0138**

WHEN TO APPLY: From: April 7, 2010
To: April 27, 2010

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: Plan Examiners (Buildings), under general supervision, perform responsible supervisory work, or difficult and responsible work, in the engineering or architectural analysis of structures and building equipment systems, and the examination of plans for the construction, alteration or repair of buildings and equipment systems in New York City to enforce codes and regulations under the jurisdiction of the Department of Buildings; they complete reports and interpret building codes, rules, and zoning regulations; when needed, conduct field inspections of buildings and make recommendations and reports on findings; and perform related work.

Some of the physical activities performed by Plan Examiners (Buildings) and environmental conditions experienced when conducting field inspections are: Walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hats; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acrid; 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 \$59,309 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

- Online at the DCAS WEBSITE:** 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.
- 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.

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 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.

HOW TO QUALIFY: By the last day of the Application Period you must have:

- License or Registration Requirement:** A valid New York State Professional Engineer's License or a valid New York State Registration as an Architect. Current New York State registration as a Professional Engineer or Architect must be maintained for the duration of your employment.
- Education and Experience Requirement:**
 - Four (4) years of full-time, satisfactory experience in architecture or civil engineering performing work in building design, building construction, or building equipment systems design, of which two years must be in building design or building equipment systems design; or
 - A Masters degree or higher in civil engineering, or a five-year Bachelor of Architecture or a Master of Architecture, and three (3) years of full-time, satisfactory experience in architecture or civil engineering performing work in building design, building construction, or building equipment systems design, of which two (2) years must be in building design or building equipment systems design.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

REQUIREMENTS TO BE APPOINTED:

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

Residency: City residency is not required for this position.

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:** 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 Sections A, 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 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 on-line**, 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 experience test. You will receive a score of 70 points for meeting the education, experience, license or registration requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory civil engineering or architectural experience in building design or building equipment systems design or building construction, **after receiving a New York State Professional Engineer's License or Registration as an Architect**, you will receive:

- 5 points for at least 1 but less than 3 years; or
- 15 points for at least 3 but less than 5 years; or
- 25 points for at least 5 but less than 6 years; or
- 30 points for at least 6 or more years.

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.

Experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS:

If you pass the 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 Plan Examiner positions requiring Code or Zoning: If you have two years of full-time satisfactory architectural or civil engineering work experience in any of the following specialties: 1) NYC Building Code, 2) NYC Zoning Resolution Interpretation, or 3) International Building Code, you may be considered for positions in the Department of Buildings. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. If you wish to apply for this Selective Certification, state "**Codes**" and the box numbers which describe this qualifying work experience, in Section D on page 4 of the Education and Experience Test Paper. 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 - 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.

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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.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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. 22410; Miscellaneous Occupational Group.

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