



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

SHIP CARPENTER Exam. No. 8111

WHEN TO APPLY: From: November 5, 2008 To: November 25, 2008	APPLICATION FEE: \$60.00 Payable by mail by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card, or debit card.
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WHAT THE JOB INVOLVES: Ship Carpenters, under supervision, perform ship carpentry work. They do all the necessary woodworking repairs and maintenance of ferries, floating equipment, terminals and related buildings; replace broken glass, construct and install scaffolding; construct and repair float stages; use and operate all carpentry shop hand powered machinery, tools and equipment; repair and erect partitions, doors and windows; work from prints and measurements; and perform related work.

Some of the physical activities performed by Ship Carpenters and environmental conditions experienced are: communicating orally in a noisy environment; working in extreme temperature conditions; climbing and descending ladders and scaffolds; walking over wet and slippery surfaces; carrying heavy objects; working in confined spaces; standing upright for extended periods of time; using electric-powered shop equipment and power driven electrical hand tools and machinery; being able to wear OSHA approved dust masks, safety goggles, work boots and work gloves.

Special Working Conditions: Ship Carpenters may 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 \$33.36 per hour. 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, browse to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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 Applications Unit, 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:

Five years of full-time satisfactory experience, acquired within the last fifteen years as a ship carpenter performing construction or repair work in a shipyard, or at a ship repair facility, on a ship or other marine vessel, at a dock, or a waterfront facility or performing related marine carpentry.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Transportation Worker Identification Credential (TWIC) requirement: Within thirty days of appointment candidates must possess a valid Transportation Workers Identification Credential issued by the US Transportation Security Administration. Candidates who are engaged in an appeal or waiver process for the TWIC will not be considered for appointment until such process has been completed. Employees must renew and continue to possess a valid TWIC for the duration of employment.

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:** 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, and fill out 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.

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 on the following basis:

1. Four points will be given for each year of full-time satisfactory experience as a supervisor ship carpenter up to a maximum of five years.
2. Two points will be given for each year of full-time satisfactory experience as a ship carpenter up to a maximum of fifteen years.
3. One point will be given for each year of full-time satisfactory experience as an ordinary carpenter up to a maximum of five 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. 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.

APPLICATION RECEIPT: 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 Applications Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92025; Skilled Craftsman and Operative Service.

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