



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO PILOT (UNIFORMED)
Exam No. 2541

WHEN TO APPLY: From: June 8, 2022

APPLICATION FEE: \$96.00

To: June 28, 2022

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Pilots (Uniformed) on City operated fireboats are responsible to the Fire Officer in Command of the fireboat; and perform all other duties as prescribed for this position in the Regulations for the Uniformed Force and other department publications. They operate fireboats at fires and emergencies; perform maintenance on all portions of fireboats, except engine room and other areas for which other crew members are responsible; navigate, steer and moor fireboats; post deviation card for ship compass; use electronic navigation equipment while operating fireboat; interpret tide and current charts; plot magnetic courses on navigation charts; read, interpret and correct navigation charts; use Automatic Identification System (AIS) equipment for proper identification of targets; maintain and/or update electronic equipment and electronic charts as needed; review United States Coast Guard Local Notices to Mariners and any other important harbor information; communicate in a professional manner on Very High Frequency (VHF) marine radios and department radios as needed; maintain bridge data, files and manuals onboard; safely direct Firefighters in line handling when mooring fireboats via chain of command; maintain logbooks and pass along books as needed; adhere to the Chain of Command Rules in FDNY Regulations at all times. All Pilots (Uniformed) perform related work.

Special Working Conditions:

Pilots (Uniformed) will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Pilots (Uniformed) and environmental conditions experienced are: climbing stairs, ladders and gangplanks to reach various work areas; climbing around and over objects; standing for extended periods of time; using eyesight and hearing when steering the fireboat; using eyesight for reading and interpreting charts and observing and spotting navigational aids and hazards in operating waters; communicating in noisy environments; working in all types of inclement weather; and may be required to operate fireboats in smoke conditions and in close proximity to vessels, piers, and/or buildings on fire.

(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 \$99,743 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the **New York City Fire Department** who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department) or Fire Marshal (Uniformed); **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

LICENSE AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period (June 28, 2022)**, you must have:

1. A valid United States Coast Guard Operators License for Master, of at least 99 gross tons or greater, or
2. Two years of deck time approved by United States Coast Guard (e.g., FDNY, military or commercial experience).

The license for "1" above or documentation for "2" above must be presented on the day of promotion.

You must clearly specify in detail all of your relevant license and experience information on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for licenses and experience which you obtain after the end of the application period. Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. In addition, you must have completed three years of permanent service in any one or a combination of the eligible titles.

If service in any one or a combination of the eligible titles has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will count toward the three year requirement.

REQUIREMENT(S) TO BE PROMOTED:

1. **Transportation Worker Identification Credential (TWIC) Requirement:** You must possess a valid TWIC issued by the U.S. Transportation Security Administration by the time of promotion.

2. **United States Coast Guard Merchant Mariner Credential (MMC) Requirement:** You must have obtained a valid MMC from the United States Coast Guard by the time of promotion.

3. **United States Coast Guard License of at least 499 gross tons Masters Inland or greater with valid radar endorsement:** You must have obtained this license and endorsement from the United States Coast Guard by the time of promotion.

4. **United States Coast Guard License as 1st Class Pilot for New York Harbor Upper Bay:** You must have obtained this license from the United States Coast Guard by the time of promotion.

Note: USCG verbiage may vary including: 1st class pilotage: of 499 gross tons or greater for NY Upper Bay or NYC Fireboat only for the NY Upper Bay.

These credentials and licenses and all of their requirements must be maintained for the duration of your employment as a condition of employment. License requirements must be improved or kept up to date as required by changes to United States Coast Guard regulations, Code of Federal Regulations and/or Fire Department policy.

Medical and Drug Screening Requirement: You will be required to meet medical and drug testing requirements as per standard United States Coast Guard licensing procedures

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, June 18, 2022 and Monday, June 20, 2022.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, on the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (June 28, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 28, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

THE TEST:

You will be given an Education and Experience Exam. Your score on this exam will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a passing score of 70 points for meeting the eligibility, license or experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have additional satisfactory full-time experience with the City of New York working on City operated fireboats as a permanent (not provisional) Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department) or Fire Marshal (Uniformed) for:	You will receive up to:
At least 6 months but less than 1 year	3 points
At least 1 year but less than 1 year and 6 months	6 points
At least 1 year and 6 months but less than 2 years	9 points
At least 2 years but less than 2 years and 6 months	12 points
At least 2 years and 6 months but less than 3 years	15 points
At least 3 years but less than 3 years and 6 months	18 points
At least 3 years and 6 months but less than 4 years	21 points
At least 4 years but less than 4 years and 6 months	24 points
At least 4 years and 6 months but less than 5 years	27 points
5 or more years	30 points
If you have additional satisfactory full-time experience with an employer other than the City of New York (e.g. military or commercial experience) working on a vessel of at least 99 gross tons or greater for:	You will receive up to:
At least 6 months but less than 1 year	2 point
At least 1 year but less than 1 year and 6 months	4 points
At least 1 year and 6 months but less than 2 years	6 points
At least 2 years but less than 2 years and 6 months	8 points
At least 2 years and 6 months but less than 3 years	10 points
At least 3 years but less than 3 years and 6 months	12 points
At least 3 years and 6 months but less than 4 years	14 points

At least 4 years but less than 4 years and 6 months	16 points
At least 4 years and 6 months but less than 5 years	18 points
5 or more years	20 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

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.**

You must clearly specify in detail all of your relevant licenses and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (June 28, 2022) to clearly specify in detail all of your relevant licenses and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (June 28, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Your experience must be obtained by the last day of the Application Period (June 28, 2022).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application

System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70312; Fire Service.

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