



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

MATE (FERRY)
Exam No. 4067

WHEN TO APPLY: From: March 6, 2024

APPLICATION FEE: \$85.00

To: March 26, 2024

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:

Mates (Ferry), under direction, supervise an assigned crew of deckhands on a municipal ferry vessel, in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Safety Plan (CSP), and applicable local, state, and federal rules and regulations. They ensure that crew members perform their duties in compliance with agency standard operating procedures, the CSP, applicable laws, rules, and regulations, and the needs of their duty stations; ensure the safe embarking and disembarking of passengers and the loading and unloading of authorized vehicles on a ferry vessel in accordance with the CSP; assign deckhands to duty stations and posts lookouts; ensure that deckhands are familiar with watch station bill requirements and duty assignments; instruct deckhands in general seamanship; instruct deckhands in shipboard safety and lookout procedures, including, but not limited to: fire-fighting, man overboard, first aid, vessel to vessel transfer, abandon ship procedures, the SMS and the CSP; under the supervision and direction of the Captain, serve as deck officer in charge on scene in emergencies and during lifeboat, anchor deployment, and abandon ship drills; participate in safety and vessel security meetings, under the supervision and direction of the Captain, as well as fire and lifeboat drills; serve as helmsman, radar observer, and member of the navigational watch, as assigned by the Captain; are responsible for the safety and care of floating property of the agency; ensure the vessel is maintained in a clean and sanitary condition while in service; prepare incident, accident, and safety reports and requests for repairs, as required; perform vessel safety checks prior to getting underway; perform other safety checks at the direction of the Captain or as deemed necessary; and assist the Captain as needed. All Mates (Ferry) perform related work.

Special Working Conditions:

Mates (Ferry) may be required to work rotating shifts in varying degrees of weather and visibility, including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Mates (Ferry) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, walking along the boat and up and down stairs during transit.

(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 \$70,268 per annum. This rate is subject to change.

HOW TO QUALIFY:

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

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time satisfactory experience serving in the title of Deckhand on a NYC municipal ferry vessel, or equivalent deckhand experience in a sea service of the Armed Forces of the United States; **or**
2. Three years of full-time satisfactory experience performing deckhand duty on a commercial ocean, coastwise, or inland steam or motor vessel, or deck duty experience, including experience as an able seaman, boatswain, or quartermaster; **or**
3. Graduation from one of the approved maritime or sea service academies listed in the United States Code of Federal Regulations (46 Part 310); **or**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

4. Satisfactory completion of a three year Apprentice Mate Training Program approved by the Commandant of the United States Coast Guard.

The education requirement must be met by June 30, 2024. The experience and training requirements must be met by the last day of the Application Period (March 26, 2024).

CREDENTIALS, CERTIFICATE, AND PERMIT/LICENSE REQUIREMENTS: By the last day of the Application Period you must have:

1. A valid U.S. Coast Guard Merchant Marine Credential (MMC) with the following endorsements:
 - a. Mate of inland self-propelled vessels of unlimited tonnage, or superior endorsement; **and**
 - b. Radar Observer (unlimited) or Radar Observer (inland waters and Gulf Intercoastal waterways endorsement); **and**
2. A valid U.S. Coast Guard medical certificate without restriction for service on passenger vessels of unlimited tonnage on inland waters; **and**
3. A valid Federal Communications Commission Marine Radio Operator Permit or superior permit/license; **and**
4. A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

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.

You have until midnight Eastern time on the last day of the Application Period (March 26, 2024) to clearly specify in detail all your relevant education, credentials, certificates, permit/license 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 (March 26, 2024), your examination will be considered incomplete, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2024, or experience which you obtain after the end of the Application Period (March 26, 2024).

The MMC, medical certificate, permit/license, and TWIC must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Mate (Ferry). Candidates will therefore be required to undergo a medical examination prior to appointment and thereafter, pursuant to Coast Guard regulations. Candidates must also pass a drug screening to be appointed. Mates (Ferry) are subject to random drug and alcohol testing during their employment.

Residency Requirement Advisory:

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, payment, and complete 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 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. Issues 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 section of the FAQs on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **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 & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Since the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

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

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, of 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 & Application 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 (March 26, 2024) to clearly specify in detail all 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 (March 26, 2024), 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:

Your score will be determined by an Education and Experience Exam. 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 additional credit up to a maximum of 100 points on the following basis:

If you have full-time satisfactory experience as a US Coast Guard credentialed Mate or superior endorsement on a passenger ferry with International Safety Management (ISM) certification or equivalent safety management standard, for:

You will receive up to:

At least 6 months but less than 12 months	2.5 points
At least 12 months but less than 18 months	5 points
At least 18 months but less than 24 months	7.5 points
At least 24 months but less than 30 months	10 points
At least 30 months but less than 36 months	12.5 points
At least 36 months but less than 42 months	15 points
At least 42 months but less than 48 months	17.5 points
At least 48 months but less than 54 months	20 points
At least 54 months but less than 60 months	22.5 points
At least 60 months but less than 66 months	25 points
At least 66 months but less than 72 months	27.5 points
72 months or more	30 points

If you have full-time satisfactory experience as a US Coast Guard credentialed Mate or superior endorsement on a vessel, for:

You will receive up to:

At least 6 months but less than 12 months	1.25 points
At least 12 months but less than 18 months	2.5 points
At least 18 months but less than 24 months	3.75 points
At least 24 months but less than 30 months	5 points
At least 30 months but less than 36 months	6.25 points
At least 36 months but less than 42 months	7.5 points
At least 42 months but less than 48 months	8.75 points
At least 48 months but less than 54 months	10 points
At least 54 months but less than 60 months	11.25 points

At least 60 months but less than 66 months	12.5 points
At least 66 months but less than 72 months	13.75 points
72 months or more	15 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.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

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.

You must indicate in your Education and Experience Exam if the vessel that you worked on had ISM certification or an equivalent safety management standard.

NOTE: A “passenger ferry” is a specially constructed merchant vessel used to transport passengers and sometimes vehicles across rivers and other bodies of water from one shoreline to another, making contact with a thoroughfare at each terminus. The Staten Island Ferry is a passenger ferry with ISM certification. The Circle Line is a passenger ferry, but does not have ISM certification.

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.

You have until midnight Eastern time on the last day of the Application Period (March 26, 2024) to clearly specify in detail all your relevant 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 (March 26, 2024), your examination will be considered incomplete, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Experience must be obtained by the last day of the Application Period (March 26, 2024).

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, 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 appointment. If you meet all requirements and conditions, you will be considered for appointment 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.

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

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91556; The Ferry Service.

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