



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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NOTICE OF EXAMINATION

**PROMOTION TO CAPTAIN (FERRY SERVICE)
Exam. No. 4533**

AMENDED NOTICE 3/30/05

WHEN TO APPLY: From: January 19, 2005 **APPLICATION FEE: \$60.00**
To: February 8, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The Qualifying Multiple-Choice Test is expected to be held on **Saturday, May 21, 2005.**

The Notice of Examination is amended to change the test date from April 16, 2005 to May 21, 2005.

WHAT THE JOB INVOLVES: Captains (Ferry Service), under general direction, command and /or pilot the operation of a municipal ferry vessel; are responsible for all navigation safety and the safe operation of the vessel at all times, both under way and at the terminals; direct ferry vessel personnel in the care of the vessel, supplies and equipment, and in fire and lifeboat drills; assume responsibility for the proper loading and unloading, embarkation and debarkation of both passengers and vehicles; maintain the vessel in a clean and sanitary condition at all times; enforce and comply with all United States Navigation Laws, United States Coast Guard Regulations and department rules and regulations; keep logs of the ship and make necessary reports; insure that necessary repairs are made in a timely manner; and perform related work.

Some of the physical activities performed by Captain (Ferry Service) and environmental conditions experienced are standing for long periods of time during tours of duty or transit time, and working rotating shifts in varying degrees of weather and visibility.

(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 \$52,668 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Transportation who **on the date of the qualifying multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Assistant Captain, Mate or Deckhand; and
- (2) is not otherwise ineligible.

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

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**.

You may be given the test before we review your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this exam prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and your test paper(s) will not be rated.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your

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probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion.

REQUIRED FORM:

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.

REQUIREMENTS TO BE PROMOTED:

Medical Requirement: Medical guidelines have been established for the position of Captain (Ferry Service). Candidates will be examined to determine whether they can perform the essential functions of the position of Captain (Ferry Service). Additionally, employees will be expected to continue to perform the essential functions of the position of Captain (Ferry Service) throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed you will be subject to random drug tests for the duration of your employment as a Captain (Ferry Service).

LICENSE / TRAINING REQUIREMENTS: At the time of the practical test and at the time of promotion, eligibles must present:

- (1) a valid United States Coast Guard License and have as a minimum, a Master of Steam or Motor Vessels of any gross tons upon oceans, coastwise or inland waters, with an endorsement as First Class Pilot of Steam or Motor Vessels of any gross tons upon Upper New York Bay; East River to Execution Rock; Hudson River to George Washington Bridge; and Kill Van Kull to Mariner's Harbor; and
- (2) an endorsement as Radar Observer; and
- (3) a Federal Communications Commission Marine Radio Operator permit (Radio-telephone operator's certificate-restricted); and
- (4) a Department of Transportation letter of completion of on-the-job training in operating and/or piloting of Staten Island ferry vessels.

Eligibles who do not present the license, endorsements, permit, and Department of Transportation letter of completion of on-the-job training in operating and/or piloting of Staten Island ferry vessels as described above, will not be permitted to take the practical test.

The above license, endorsements and permit must be maintained for the duration of your employment.

THE TEST: You will be given a qualifying multiple-choice test. A score of at least 70% is required to pass this test. Candidates who pass the qualifying multiple-choice test will be called to take a practical test. A score of 70% is required to pass the practical test. Your score on the practical test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The qualifying multiple-choice test may include questions on commanding and piloting diesel ferry vessels under changing harbor conditions in accordance with U.S. Coast Guard and departmental rules and regulations pertaining to navigation and the safety of crew and passengers; effectively handling job related problems, hazards and unusual conditions and to implement corrective action and/or emergency procedure as required; principals of supervision; standards of employee conduct including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The practical test may include performance of acts and responding to questions which will demonstrate the candidate's abilities, knowledge and skills related to safety issues, navigation including radar. Candidates may be required to command and pilot a municipal ferry on the St. George - Battery run. They must demonstrate their ability to undock the vessel, handle the vessel while underway, operate pilot-house equipment, use navigational aids, and dock the vessel.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the qualifying multiple-choice test and the practical test, and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91510; The Ferry Service

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