NOTICE OF EXAMINATION

ASSISTANT UNIVERSITY ENGINEER (MECHANICAL)
Exam. No. 8063
(For The City University Of New York Only)

WHEN TO APPLY: From: February 3, 1999  APPLICATION FEE: $40.00
To: February 23, 1999  Payable only by money order to D.C.A.S. (DOP)

THE TEST DATE: Multiple-choice test expected to be held on Saturday, May 15, 1999.

WHAT THE JOB INVOLVES: At Assignment Level I: Assistant University Engineers (Mechanical), under supervision, perform mechanical engineering work of limited difficulty and responsibility; may supervise subordinate employees; and perform related work.

Some of the physical activities performed by Assistant University Engineers (Mechanical) and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; distinguishing colors; opening manhole covers; wearing hard hats and respirators for manhole inspections; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and 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 $37,778 per annum for Level I. As of April 1, 1999, the minimum salary will be $39,289 per annum for Level I. For Level II the salary will be $46,639. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address by mail only. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A Bachelor's degree in mechanical engineering from an accredited college and two years of full-time satisfactory experience in mechanical engineering work; or

2. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of six years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a bachelor's degree in mechanical engineering.

A master's degree in mechanical engineering from an accredited college may be substituted for one year of the mechanical engineering experience required above.

You may be given the test before we check your qualifications.

Residency: City residency is not required for this position.

English Requirement: Candidates 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 University of New York.

REQUIRED FORM(S):

1. Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.

2. Education and Experience Test Paper: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3 & 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.

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 no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on mechanical engineering principles including heating, ventilation, air conditioning, mechanical and machine design, materials; physics; mathematics; cost estimation; safety; drawing interpretation; drafting; principles of supervision; and other related areas.

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, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Vice Chancellor for Faculty and Staff Relations.

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."

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 Section of the Division of Citywide Personnel Services, 8 Washington Street, NY, NY.

The City University of New York
An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer
CUNY Title Code No. 04823

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
POSITION DESCRIPTION: UNIVERSITY ASSISTANT ENGINEER

DUTIES AND RESPONSIBILITIES

This class of positions encompasses responsible engineering work of varying degrees of difficulty and responsibility. There are two assignment levels within this class of positions. All personnel perform related work.

ASSIGNMENT LEVEL I

Under supervision with limited latitude for independent action or decision, performs engineering work of limited difficulty and responsibility such as the following:

EXAMPLES OF TYPICAL TASKS

Prepares designs, plans, contract and working drawings, contract specifications and other specifications and estimates of quantities.

Maintains a register of change orders and statements of corresponding time and cost impact.

Maintains constant surveillance of construction programs to ensure satisfactory progress.

Engages in routine research, investigation, studies or examinations related to engineering functions.

Prepares construction documents for small maintenance or alteration projects.

Maintains and files reference materials and project drawings for such purposes as an engineering resource library. This may include duplicating and distributing of materials.

ASSIGNMENT LEVEL II

Under general supervision with some latitude for independent action or decision performs engineering work of moderate difficulty and responsibility, such as the following:
EXAMPLES OF TYPICAL TASKS

Prepares monthly progress reports of assigned projects.

Assists a University Engineer or other supervisor in the preparation of special reports.

Participates in, and may supervise, the preparation of recommendations for alterations or repairs of buildings.

Prepares detailed drawings of structures or installations.

✓ Makes interpretative detail sketches or layouts of engineering plans.

Prepares a complete analyses of the spatial organization and efficient utilization of sites and structures or of the functional arrangement of interior units, utilities and appurtenances.

Engages in the conduct of complex and important research, investigations, or studies related to engineering activities.

✓ Prepares construction documents for medium size maintenance or alteration projects.

✓ Prepares change orders.

Coordinates the engineering components of a project with its architectural design.

Performs duties of University Engineer, Level I, except signing and sealing engineering drawings or other official documents, and except supervision of University Engineers.

May supervise University Assistant Engineers and support personnel.

May incidentally perform duties described under lower assignment level.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree in engineering from an accredited college and two years of full-time experience in professional engineering work; or

2. Education and/or experience equivalent to "1" above.

DIRECT LINE OF PROMOTION

From: University Engineering Intern (04828)  To: University Engineer (04829)