NOTICE OF EXAMINATION

UNIVERSITY ENGINEER (CIVIL), Exam. No. 2087
UNIVERSITY ENGINEER (ELECTRICAL), Exam. No. 2088
UNIVERSITY ENGINEER (MECHANICAL), Exam. No. 2089
(For The City University of New York Only)

WHEN TO APPLY: From: October 2, 2002
To: October 22, 2002
APPLICATION FEE: $60.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: At Assignment Level I, University Engineers (Civil, Electrical and Mechanical) perform professional engineering work and project management of the City University's capital and rehabilitation civil, mechanical and electrical construction program. Appointments may be made immediately to any assignment level at management's discretion. There are three (3) assignment levels within this class of positions. At each level, a University Engineer (Civil, Electrical or Mechanical) may sign and seal engineering drawings for which the individual has supervisory or preparatory responsibility, and may sign and seal other documents. All personnel perform related work.

Some of the physical activities performed by University Engineers (Civil, Electrical and 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 on scaffolds to inspect work; standing for extended periods of time; working in confined areas; distinguishing colors; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acid; 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.)

For assignment levels II and III see page 3

THE SALARY: The current minimum salary for Level I is $51,454 per annum; for Level II $61,173; and for Level III $68,432. This rate is subject to change. There are additional qualification requirements for Level II and Level III positions. See the ADDITIONAL INFORMATION section on page 3.

HOW TO APPLY: If you believe that 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. Applications will not be accepted in person.

HOW TO QUALIFY: - continue on page 2

Education, Experience and License Requirements:

University Engineer (Civil): (1) Four (4) years of full-time, satisfactory experience in civil engineering work; and

(2) A valid New York State Professional Engineer's License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.
A Masters degree in civil engineering from an accredited college may be substituted for one year of the civil engineering experience required in "1" above.

University Engineer (Electrical): (1) Four (4) years of full-time, satisfactory experience in electrical engineering work; and

(2) A valid New York State Professional Engineer’s License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

A Masters degree in electrical engineering from an accredited college may be substituted for one year of the electrical engineering experience required in "1" above.

University Engineer (Mechanical): (1) Four (4) years of full-time, satisfactory experience in mechanical engineering work; and

(2) A valid New York State Professional Engineer’s License. Current New York State registration as a Professional Engineer must be maintained for the duration of employment.

A Masters degree in mechanical engineering from an accredited college may be substituted for one year of the mechanical engineering experience required in "1" above.

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 a copy of 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.3, B and C. 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 directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the license, 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: (Note: Experience used to meet the minimum requirement may not be used to gain additional credit. Candidates can receive only fifteen [15] points in each category below.)

Additional Credit:

(A) 15 points for at least two (2) or more years of full-time satisfactory experience designing civil [for University Engineer (Civil)], electrical [for University Engineer (Electrical)] or mechanical [for University Engineer (Mechanical)] engineering systems for institutional, commercial or industrial buildings including heavy industrial processing plants.

(B) 15 points for at least two (2) or more years of full-time satisfactory experience in project coordination or project management of engineering systems in institutional, commercial or industrial buildings including heavy industrial processing plants. A master’s degree in engineering (any specialty) or in business or public administration may be substituted for one of the two 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.

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 score order on a CUNY 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:

For Appointment to Levels II & III: In addition to the above education and experience requirements, candidates are required to have one (1) year of full-time, satisfactory project management experience for assignment to Level II and two (2) years of full-time, satisfactory project management experience for assignment to Level III.

For appointment to Level III, a graduate degree in Public Administration or Business Administration from an accredited college may be substituted for one year of project management experience. Also for appointment to Level III, graduate credits in management courses from an accredited college may be substituted for up to one (1) year of project management experience, on the basis of 48 graduate credits for one year of experience.

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.

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

POSITION DESCRIPTION: UNIVERSITY ENGINEER

CODE 04829

DATE R 9/20/89

DUTIES AND RESPONSIBILITIES

This class of positions encompasses professional engineering work and project management of the University's capital and rehabilitation construction program. There are three assignment levels within this class of positions. At each level a University engineer may sign and seal engineering drawings for which that individual has supervisory or preparatory responsibility, and may sign and seal other official documents. All personnel perform related work.

ASSIGNMENT LEVEL I

Under general supervision, performs responsible supervisory, or difficult and responsible engineering work, such as the following:

EXAMPLES OF TYPICAL TASKS

Is in charge of a Unit of major field of engineering.

Plans, assigns and reviews the work of subordinates, prepares progress reports, and may represent a college or the University in relations with contractors and their representatives, damage claimants and their representatives, and consultants.

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

Makes interpretative detail sketches or layouts of engineering plans.

Assists in the preparation of documents for bidding, advertisements for bids and in the final selection of successful bidders.

Meets with contractors, manufacturer's representatives, consultants, college administrators, Central Office and in-house staff to review project details and to identify concerns.
Prepares reports on contracts, estimates, modifications, and recommendations of award.

Reviews projects designed by outside consultants or subordinates and provides in-depth written comments.

Participates in the development of proposals for such major engineering projects as the acquisition or disposition of a College or University property or the public or private use of such property; may conduct surveys in the development of such proposals.

Participates in engineering investigations of claims for direct or indirect damages.

Prepares recommendations for alterations or repairs.

Prepares, or supervises the preparation of specifications, cost estimates, and estimates of materials and equipment in all areas of the assigned projects.

Prepares change orders if necessary.

Reviews and comments on change orders.

Attends job-site meetings when necessary.

Supervises the conduct of field surveys and construction inspections to secure compliance with contract and other specifications, or inspection of the construction, or alteration of structures, to secure compliance with building codes, zoning resolution and other pertinent statutes, rules and regulations.

Makes periodic field inspections and final inspections as necessary.

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

Develops engineering designs of a complex nature.

Monitors and advises the supervisor on the preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.

Gathers information for preparation of various programs, utilization studies and space inventories.
Maintains and files reference materials and project drawings for such purposes as an engineering resource library. This may include duplicating and distributing of materials.

May supervise University Assistant Engineers, other related professionals, and support personnel.

ASSIGNMENT LEVEL II

Under direction, with wide latitude for the exercise of independent judgment or action, performs highly difficult and responsible work in a recognized field of engineering, and is responsible for providing engineering related management service for projects of some complexity, such as the following:

EXAMPLES OF TYPICAL TASKS

Serves as a consultant on major engineering matters of a College or of the University.

Coordinates projects with other related professionals.

Applies in-depth knowledge of legal matters related to engineering.

Directs very complex and important research.

Supervises a special and difficult project.

Reviews reports of lower level engineers on the preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects; directly monitors if necessary.

Makes periodic field inspections to assure the timely completion of project phases in compliance with the contract, and pertinent building codes, zoning resolutions and other pertinent statues, rules and regulations.

Is in charge of more than one unit of major fields of engineering.

May supervise lower level engineers, other related professionals, and support personnel.

Assists in the preparation of consultant services contracts.

Acts as point of contact and liaison within the University and with outside governmental agencies.
When necessary, periodically performs the duties described under assignment Level I.

ASSIGNMENT LEVEL III

Under direction, with wide latitude for the exercise of independent initiative and judgment in the Central Office of the City University, is responsible for providing engineering related management services for all phases of the planning, design, construction and occupancy for projects of varied complexity, such as the following:

EXAMPLES OF TYPICAL TASKS

Serves as a consultant on extremely complex and highly specialized engineering matters.

Directs all aspects of research on extremely complex and important engineering projects.

Supervises the generation or review of multiple proposals or reports of a complex nature. Reviews such proposals and recommends for approval.

Supervises multiple special and difficult projects.

Represents the University on major engineering projects at major decision making levels.

Acts as point of contact and liaison for the Office of Facilities Planning and Management with the colleges, Central Office Staff, and governmental agencies.

May supervise lower level engineers, other related professionals and support personnel.

Coordinates all activities for projects assigned.

Conducts project meetings with consultants.

Reviews field reports.

Reviews, recommends and/or approves change orders in accordance with procedures.

Reviews projects designed by outside consultants or the colleges.

Monitors adherence to project budget and program.
Monitors timely completion of project phases.

Assures compliance with project specification and quality requirements.

Prepares resolutions for budget allocations.

Recommends approval of contract payments when required.

Assists the contract administration unit in the preparation of documents for bidding, advertisements for bids and awarding of contracts.

Attends job site meetings when necessary.

Makes periodic field inspection and final inspection as necessary.

May incidentally perform duties under lower assignment levels.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree in engineering from an accredited college and four years of full-time experience in professional engineering work in the required field: and

2. A valid New York State Professional Engineer's license: or

3. Education and/or-experience equivalent to "1" above. However, all candidates must possess a valid NYS Professional Engineer's license.

4. In addition, the candidates are required to have one year of project management experience for assignment Level II and two years of project management experience for Level III. Graduate degree in Public Administration/Business Administration from an accredited college may be substituted for one year of project management experience for Level III or graduate credits in management related courses from an accredited college may be substituted for up to one year of project management experience for Level III, on the basis of 48 credits for one year of experience.

DIRECT LINE OF PROMOTION

From: University Assistant Engineer
(04823) To: Assistant Chief Engineer
(04830)
INTERPRETIVE MEMO NO.: 6-98
DATE: May 5, 1998

REGULATION REFERENCE NO.: 2.2.3.
INDEX REFERENCE: University Architect/Engineer
Assignment Level III

Until such time that University Personnel can revisit the job duties of University Architect/Engineer, assignment level III, as it would apply to the colleges, all review of requests to make appointments in this assignment level at the colleges will be on a case-by-case basis. Previously this assignment level was limited to positions in the Central Office.