THE CITY OF NEW YORK
DEPARTMENT OF PERSONNEL
APPLICATION SECTION
49 THOMAS STREET
NEW YORK, N.Y. 10013

NOTICE
OF
EXAMINATION

20113

APPLY:
FROM: November 7, 1990
TO: November 27, 1990

APPLICATION FEE: $25.00

ENGINEERING TECHNICIAN
EXAM. NO. 0182

THIS EXAMINATION IS FOR CITY AGENCIES ONLY
FOR HHC, SEE "APPLICATION INFORMATION" ON PAGE 2

SALARY: The current appointment rate is $21,526 per annum.

JOB DESCRIPTION: This class of positions encompasses technician work in an engineering setting. There are several assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

EXAMPLES OF TYPICAL TASKS: Under direct supervision, performs the following elementary technician work: Traces, inks, and letters drawings. Makes drawings from simple data and sketches. Makes calculations which may require the application of geometric, trigonometric, and algebraic principles, formulas, and techniques. Uses calculators. Reads and interprets drawings. Checks for errors. Makes routine inspections to insure conformance with plans. Maintains files of maps, survey and inspection sheets, contract and working drawings. Participates in routine surveys. May act as transitman or levelman. Participates in routine inspections, observing and checking the installation of materials or equipment, observing tests of same, and taking samples and boriings.

ASSIGNMENT LEVEL
Under supervision, performs the following technician work of ordinary difficulty: Makes drawings from complex data, with or without sketches. With reference to problems of frequent occurrence, extracts data from various sources, e.g., manuals, standard reference guides, field notes, reports, etc., and applies well-defined methods and principles. Makes calculations which may require the application of solid geometry and advanced algebra. Reads and interprets complex drawings, such as those involving unusual projection and checks for error. Makes inspections of complex installations to insure conformance with plans. Participates in unusual surveys as transitman. May supervise a small squad performing routine office work, including drafting, at the lower assignment levels of this title.

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Graduation from an accredited community college or technical institution with specialization in engineering technology; or

2. A four year high school diploma or its educational equivalent and two years of full-time satisfactory experience as an engineering technician; or

3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have a four year high school diploma or its educational equivalent.

Education and Experience Requirements must be met by the last day of the Application Period.

Applicants may be sworn in for the test prior to a review of their qualifications.
TEST INFORMATION

TEST DESCRIPTION: Multiple-choice test, weight 100, 70% required. The multiple-choice test may include questions on reading comprehension; elementary engineering principles; general construction terminology and techniques; drafting principles and techniques; plane surveying; mathematics which includes algebra, geometry, trigonometry and solid geometry; and other related areas.

TEST DATE: The written test is expected to be held on February 23, 1991.

ADMISSION CARD: Applicants who do not receive an admission card at least 4 days prior to the tentative test date must appear at the Examinining Service Division of the Department of Personnel, 220 Church Street, Manhattan, Room 216, during normal business hours on one of the 4 days preceding the test date to obtain an admission card.

APPLICATION INFORMATION

Application forms may be submitted in person or by mail to the Applications Section, 42 Thomas Street, N.Y. N.Y. 10013. Either way, properly completed Application Forms MUST BE RECEIVED BY THE LAST DATE OF THE APPLICATION PERIOD.

This examination is for all City agencies except Health and Hospitals Corporation (HHC). If you would like to apply for Engineering Technician in HHC you must submit a separate application and fee for Exam No. 0296 from December 5, 1990 to December 26, 1990.

APPLICATION FEE: $25.00; payable by cash or money order when the application is submitted in person. Money orders should be made payable to the New York City Department of Personnel. The social security number of the candidate and the number of the examination for which (s)he is applying must be written on the money order. Cash will not be accepted for applications submitted by mail. Checks will not be accepted for payment either in person or by mail. The application fee will be waived for a New York City resident receiving public assistance who submits a clear photocopy of a current Medicaid card along with the application.

REQUIRED FORMS: Form A must be submitted to apply for this examination.
Experience Paper Form A must be filled out completely and in detail and submitted with your application.

Education and experience will not be found acceptable unless it is verifiable. Education and experience listed on the required form(s) will receive credit only to the extent that it is described clearly and in detail.

Candidates who were educated in countries other than the United States must submit an “Application for Evaluation of Foreign Education” (DP-404) with the required form(s) for this examination. Foreign education will be evaluated by the Department of Personnel to determine comparability to education received in domestic accredited educational institutions and to determine the extent to which it will be credited toward meeting the qualification requirements for this examination.

APPOINTMENT INFORMATION

RESIDENCY REQUIREMENT: A person who enters City service on or after September 1, 1988 shall be a resident of the City on the date that he or she enters City service or shall establish City residence within ninety days after such date, and shall thereafter maintain City residence as a condition of employment. Failure to establish or maintain City residence as required shall constitute a forfeiture of employment. This requirement does not apply to some City agencies.

ENGLISH REUIREMENT: All candidates must be able to understand and be understood in English. A qualifying English oral will be given by the Department of Personnel to all candidates who, in the opinion of the appointing officer, do not meet this requirement.

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 of New York.
SPECIAL ARRANGEMENTS

Accommodations are available for certified disabled applicants. Applications for accommodations must be submitted as early as possible and in no event later than 30 work days before the test or part of a test for which accommodation is requested. Consult General Examination Regulation 8.10 for further requirements.

The Department of Personnel makes provisions for candidates claiming inability to participate in an examination when originally scheduled because of the candidate's religious beliefs. Such candidates should consult General Examination Regulation 8.11.2 for applicable procedures in requesting a special examination. Such request must be submitted no later than 15 days before the scheduled date of the regular examination.

THE GENERAL EXAMINATION REGULATIONS OF THE DEPARTMENT OF PERSONNEL APPLY TO THIS EXAMINATION AND ARE PART OF THIS NOTICE OF EXAMINATION. THEY ARE POSTED AND COPIES ARE AVAILABLE IN THE APPLICATION SECTION OF THE DEPARTMENT OF PERSONNEL AT 40 THOMAS STREET, NEW YORK, NEW YORK.

The City of New York is an Equal Opportunity Employer.

Title Code No. 20113; Engineering Technician Occupational Group
Duties and Responsibilities

This class of positions encompasses technician work in an engineering setting.

There are several assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

ASSIGNMENT LEVEL I

Under direct supervision, performs the following elementary technician work:

Makes copies of drawing, traces, inks, and letters drawings.

Makes drawings from simple data and sketches.

Makes calculations which may require the application of geometric, trigonometric, and algebraic principles, formulae, and techniques.

Uses logarithms and slide rule.

Reads and interprets drawings.

Checks for error.

Makes routine inspections to insure conformance with plans.

Maintains files of maps, survey and inspection sheets, contract and working drawings.

Participates in routine surveys.

May act as transitman or levelman.

Participates in routine inspections observing and checking the installation of materials or equipment, observing tests of systems, and taking samples and borings.

ASSIGNMENT LEVEL II

Under supervision, performs the following technician work of ordinary difficulty:

Makes drawings from complex data, without datum sketches. With reference to problems of frequent occurrence, extracts data from various sources, e.g., manuals,
standard reference guides, field notes, reports, etc., and applies well-defined methods and principles.

Makes calculations which may require the application of solid geometry and advanced algebra.

Reads and interprets complex drawings, such as those involving an unusual projection and checks for error.

Makes inspections of complex installations to insure conformance with plans.

Participates in unusual surveys as transitman.

May supervise a small squad performing routine office work, including drafting, at the lower assignment levels of this title.

Qualification Requirements

1. Graduation from a community college or accredited technical institution with specialization in engineering technology; or

2. Graduation from a senior high school or a satisfactory educational equivalent, and two (2) years engineering technician experience; or

3. A satisfactory equivalent combination.

Direct Lines of Promotion

From: Engineering Technician Trainee (20111) To: Associate Engineering Technician (20118)