



New York City School Construction Authority

NOTICE OF EXAMINATION

Open to the Public

PLAN EXAMINER

EDUCATION AND EXPERIENCE EXAMINATION (Exam No.: EE-00-047)

Title	*Number of Positions	**Hiring Salary Range	***Application Fee: \$80.00
Plan Examiner	5	\$77,945 to \$126,096	Filing Period: Opens: 01/07/19 Closes: 01/21/19

*The eligible list from this exam will be used to fill current positions and any other positions that may occur during the life of the list.

**The hiring salary range is effective as of 06/03/2017

*** The application fee for this Notice of Examination is \$80.

I. MAJOR DUTIES OF THE POSITION

Plan Examiner reports to the Chief Plan Examiner or an equivalent high-level position and is responsible for performing technical and administrative work that will assist in the examination and review of design plans to determine compliance with building, zoning, and other pertinent codes, local laws, and regulations.

A Plan Examiner has the following major work duties:

- 1) Issues written objections based on plan review to the design professionals (such as engineers and architects) and works with them to resolve the objections to obtain approval from the division;
- 2) Examines plan and building records for compliance with various codes, laws, and regulations;
- 3) Verifies calculations in plans;
- 4) Communicates with other stakeholders to coordinate work activities, including attending meetings and providing expert knowledge in building code;
- 5) Inspects completed projects on behalf of New York City (NYC) Department of Buildings (DOB) as per the School Construction Authority (SCA)/DOB Memorandum of Understanding (MOU); and
- 6) Researches solutions to building codes and zoning issues and creates reports.



II. LOCATIONS OF POSITIONS

Applicants must be available to work in any of the five boroughs of New York City (i.e., Bronx, Brooklyn, Manhattan, Queens, and Staten Island), including the New York City School Construction Authority headquarters at 30-30 Thomson Avenue, Long Island City, NY, 11101-3045.

III. MINIMUM QUALIFICATION REQUIREMENTS

Applicants for the Plan Examiner must have the following Minimum Qualifications:

- Ability to understand and be understood in English.

AND

- A valid New York State license as a Professional Engineer or as a Registered Architect. Current and valid New York State license/registration must be maintained for duration of employment.

AND

- Four years of post-licensure full time experience in Architectural or Engineering building design or construction; two years of which must have been in working with construction documents, drawings, and New York City Building Code and New York City Zoning Resolution.

OR

- A Master's or Doctoral degree in Architecture or Engineering or a closely related field and two years of full-time experience in engineering or architectural building design or construction; both years must have been in working with construction documents, drawings, and New York City Building Code and New York City Zoning Resolution.

NOTE: Applicants must have completed the Minimum Qualification requirements by the closing date of the filing period.

IV. EXPERIENCE EVALUATION

If you meet the minimum qualification requirements, your education and experience will be evaluated against the requirements of the job. You will be rated on the extent to which your experience, education, and training demonstrate possession of important Knowledge, Skills, and Abilities required to perform the job.



V. GENERAL INFORMATION FOR THE APPLICANT

1. **Part-time Experience.** Part-time experience will be prorated according to an equivalent percent of full-time experience.
2. **Residency Requirement.** There are no residency requirements for this position. You must be able to work legally in the United States and provide proof at appointment.
3. **Veterans' Credit.** Certain wartime veterans and disabled veterans are eligible for additional credit (five points for non-disabled veterans; ten points for disabled veterans) in competitive civil service examinations.

To receive such additional credit, at the time of application, a veteran must:

- have served in time of war (defined below);
- have received an honorable discharge or been released under honorable circumstances; and,
- be a resident of New York State.

NOTE: An applicant who is currently in the armed forces may receive a conditional veterans' credit on an eligible list; however, all of the above criteria must be met prior to certification with such credit.

The additional credit can be used only once for any permanent government employment in the civil service of New York State and any of its civil divisions (e.g., if you used veterans' credits in any appointment to a NYC position, you cannot use them now). If you are requesting to have the additional credit added to your exam score, you must answer the questions in the Special Circumstances section on the Form EE-APP3 and provide the necessary documentation to claim Veteran's Credit.

Non-disabled veterans who meet the criteria must submit a copy of their DD-214 (Certificate of Release/Discharge from Active Duty) at the time of appointment.

Disabled veterans who meet the criteria must submit, at the time of appointment, an official statement from the Department of Veterans Affairs certifying to the receipt of payments for a service connected disability rated at 10 percent or more, which was incurred during a time of war. Time of war is defined as follows:

All service in the United States Armed Forces during:

World War II	December 7, 1941 - December 31, 1946
Korean Conflict	June 27, 1950 - January 31, 1955
Vietnam Conflict	December 22, 1961 - May 7, 1975
Persian Gulf Conflict	August 2, 1990 - the date upon which such hostilities end

Service for which a veteran received the Armed Forces, Navy, or Marine Corps expeditionary medal for:



Hostilities in Lebanon	June 1, 1983 - December 1, 1987
Hostilities in Grenada	October 23, 1983 - November 21, 1983
Hostilities in Panama	December 20, 1989 - January 31, 1990

Service in the U. S. Public Health Service:

July 29, 1945 - December 31, 1946

June 27, 1950 - July 3, 1952

4. **Application Fee.** The application fee for this Notice of Examination is \$80. For the online version of the application, you will pay by credit card. For the paper version of the application, *a money order or cashier's check, annotated with the last four digits of your social security number, should be made payable to: PSI Services LLC. DO NOT SEND CASH or a PERSONAL CHECK.* You should carefully review the section on Minimum Qualification Requirements and apply only if you clearly qualify. If you apply and are not qualified, the fee will not be refunded.

If you meet any of the following conditions, the application fee is waived:

1. You are unemployed and primarily responsible for the support of a household. You must include, with your application, appropriate documentation.
2. If you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency. You must submit, with your application, appropriate documentation.

Remember, all fee waiver claims are subject to verification. Any fee waiver claim not supported by appropriate documentation is grounds for barring or rescinding an appointment.

5. **Scoring.** Band scoring will be used on the eligibility list. Test scores will be grouped into bands of 5-points each.
6. **List Termination.** The eligible list resulting from this examination will be terminated two years from the date it is established, unless extended by the New York City School Construction Authority Civil Service Commission.
7. **Change of Address.** It is the responsibility of the candidate to notify the New York City School Construction Authority, Human Resources Division and PSI Services LLC of any change in name or address. No attempt will be made to locate candidates who have moved.
8. **PSI Services LLC.** PSI Services LLC has been engaged by the New York City School Construction Authority to prepare and rate examinations and to process applications for this examination.
9. **Equal Employment Opportunity.** It is the policy of the New York City School Construction Authority to make employment decisions without regard to race, sex, age, religion, color, national origin, disability, sexual orientation or affectional preference.



VI. EDUCATION AND EXPERIENCE APPLICATION PROCEDURE

To apply, you will need to complete and submit the following forms/materials.

1. **Standard Resume Form EE-APP3.** This form will allow you to input your education and experience details. Please complete according to the instructions. **DO NOT SEND A SEPARATE RESUME WITH YOUR APPLICATION.** Only information provided on Form EE-APP3 will be considered in determining your eligibility for employment. The information provided on this EE-APP3 form may also be used to verify your responses to the EE-PLANEXAM-2 form. All statements you make on your application are subject to investigation.
2. **Form EE-PLANEXAM-2/Education and Experience Exam Booklet.** Please read instructions in the "Experience and Education Exam for Plan Examiner" booklet to complete appropriately.
3. The **required application fee (\$80)** in the form of a money order or cashier's check annotated with the last four digits of your social security number should be made payable to: **PSI Services LLC.**

Application material submitted without the required fee or with personal checks, cash, or a document not payable to PSI Services LLC will be rejected unless the required documentation is provided to support a waiver of the application fee (see below).

4. **FEE WAIVER.** If you are **requesting a waiver of the application fee**, you must provide either:
 - a. **Documentation** that you are unemployed and primarily responsible for the support of a household, for example, a screenshot of your unemployment website account, unemployment insurance benefit claim, or record of unemployment deposit; or
 - b. **Documentation** that you are receiving Supplemental Social Security payments, Public Assistance (Home Relief or Aid to Dependent Children), Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency.
5. A **photocopy** of any and all valid licenses that you currently hold. (Please **DO NOT** send the original copies of any licenses, they **WILL NOT** be returned).



VII. WHERE TO OBTAIN AN EDUCATION AND EXPERIENCE PACKAGE

1. **Online:** If you choose the online option, you do not need to send in pencil-and-paper versions of the **Standard Resume Form EE-APP3** or the **Form EE-PLANEXAM-2/Education & Experience Exam Booklet** since each will be submitted online. You will need to:
 - a. Log on to <https://tara.vitapowered.com/NYCSCA/PlanExam> and create an account.
 - b. Complete the online versions of the **Standard Resume Form EE-APP3** and **Form EE-PLANEXAM-2/Education & Experience Exam Booklet**.
 - c. Make payment through one of the following options:
 - 1) Pay with credit card for online applications
 - 2) Send money order or cashier's check for mail in application
 - 3) Upload fee waiver documentation
 - d. Upload copies of your license(s).

If you choose the online testing option and: 1) do not submit all required materials or 2) submit only a portion of the required materials, your application and test will not be considered.

If you choose a paper-and-pencil method (see in person and by telephone options below) and all required materials are not postmarked by the filing deadline of 01/21/19, your application will not be considered.

2. **In person:** To obtain a paper-and-pencil copy of the application material, please visit NYC School Construction Authority, 30-30 Thomson Avenue, Long Island City, NY, from 01/07/19 to 01/21/19, between the hours of 8:30 a.m. and 5:00 p.m. Directions to the NYCSCA can be found at: <http://www.nycsca.org/Footer/Contact-Us>.
3. **By telephone:** A paper-and-pencil copy of the application material can also be obtained with telephone assistance. Call the toll-free number Monday-Friday 7 AM-10 PM Eastern Standard Time and Saturday-Sunday 8 AM-5 PM Eastern Standard Time between the dates of 01/07/19 and 01/21/19. The toll-free number is: (877) 449-8378. They will direct you on how to download a printable copy of the application material.

NOTE: Failure to follow the directions contained within this Notice of Examination and within the Education and Experience examination package (paper-and-pencil or online versions) will result in your application/examination being rejected. No candidate will be allowed to submit additional information after the filing period has closed.



Date Issued: 12/17/18

VIII. SEND COMPLETED APPLICATION MATERIALS TO:

Please send **all** completed application materials in **one** package. Please remember to add appropriate postage and your return address on the envelope. The envelope will have the following address:

ATTN: PSI SERVICES – NYC SCHOOL CONSTRUCTION AUTHORITY
16821 SE McGillivray Blvd, Suite 204
Vancouver, WA 98683

Applications postmarked after the **filing deadline of 01/21/19 will not be accepted**. Please note that applications received **without the required fee (or appropriate waiver information) will not be considered**. The application package and related documents will become the property of the New York City School Construction Authority. **If you fail to submit all of the required forms, your application will not be considered.**