



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

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PLUMBER  
Exam. No. 7023  
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)**

**WHEN TO APPLY:** From: August 1, 2007      **APPLICATION FEE: \$60.00**  
To: August 21, 2007      Payable by mail by money order to D.C.A.S. (EXAMS)  
or  
payable online by credit card, bank card, or debit  
card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, November 10, 2007.**

**WHAT THE JOB INVOLVES:** Plumbers, under supervision, perform work relating to the installation, alteration, maintenance, and repair of piping of gas, potable water, plumbing and drainage systems. They install, maintain and repair piping of all kinds for water, gas, storm, waste, soil and vent systems; set, maintain and repair plumbing fixtures, equipment and appurtenances; when necessary, determine and requisition job materials while work is in progress; supervise and are responsible for the work of Plumber's Helpers; in the temporary absence of the supervisor, may perform the duties of that position; operates a motor vehicle; and perform related work.

When assigned as a licensed plumber, Plumbers obtain written building permits for plumbing work to be performed; conduct and/or witness tests on plumbing and gas piping systems; prepare applications, reports, notices and other documents; and prepare sketches, drawings and layouts which may be required.

Some of the physical activities performed by Plumbers and environmental conditions experienced are: communicating orally in a noisy environment; working in extreme temperature conditions (hot or cold); climbing stairs, ladders, scaffolds and over equipment; walking over wet and slippery surfaces; moving heavy valves, piping and fixtures; carrying heavy objects such as tool boxes, pipe, and bags of pipe fittings; working in close spaces; using torches; and working in the vicinity of biohazards.

(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 \$42.41 per hour for a 35-hour week. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

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

- (1) five years of full-time satisfactory experience as a plumber acquired within the last ten years; or
- (2) not less than three years of full-time satisfactory experience described in "1" above plus sufficient full-time experience as a plumber's helper or apprentice, or training of a relevant nature acquired in an approved trade school, technical school or vocational high school, to make up the equivalent of five years of acceptable plumber experience.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The apprenticeship must be recognized by the New York State Department of Labor, the U.S. Department of Labor or any apprenticeship council which is recognized by the U.S. Department of Labor. The schooling must be approved by a state's Department of Education or comparable agency.

Each year of helper or apprentice experience, or approved schooling is equivalent to six months of satisfactory plumber experience, up to a maximum of two years of satisfactory experience.

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Driver License Requirement:** You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) you begin City service as a result of this examination; or
- (2) you are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** You 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 of New York.

#### REQUIRED FORMS:

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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1, A.2, 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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:** 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: knowledge of materials and methods used in plumbing work; usage of tools, fittings and equipment of plumbing work; the Plumbing Section of the New York City Building Code; plan reading; mathematics; safety procedures; 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, 1 Centre Street, 14th 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 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 appointment when your name is reached on the eligible list.

#### ADDITIONAL INFORMATION:

**Selective Certification for Master Plumber License Or Certificate Of Competence:** If you possess a Master Plumber license issued by the New York City Department of Buildings or a Certificate of Competence in Plumbing issued by the New York City Department of Buildings, you may be considered for appointment to positions requiring this license or the certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license or certification. Follow the instructions given in the test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations UTEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your Master Plumber license or Certificate of Competence for the duration of your employment.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Plumber in HHC you must submit a separate application and fee for Exam. No. 7024 from August 1, 2007 through August 21, 2007.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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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. 91915; Skilled Craftsman and Operative Service.

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