



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR (SANITATION)**

**Exam. No. 7502**

**WHEN TO APPLY:** From: July 5, 2007  
To: July 25, 2007

**APPLICATION FEE: \$60.00**  
Payable by mail or money order to DCAS (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, October 27, 2007.**

**WHAT THE JOB INVOLVES:** Supervisors (Sanitation), under general supervision, supervise street cleaning, waste collection, and snow removal operations; direct the operation of a garage, transfer stations; assist in the direction of the operation of a Sanitation district or, on a night shift, direct the operations of a Sanitation district. They supervise subordinates engaged in machine and manual cleaning of streets, waste collection, waste disposal, recycling routes, and snow removal operations; develop and revise cleaning, collection and recycling routes; inspect and patrol assigned cleaning, collection and snow routes; operate motor vehicles; plan, schedule and assign work to subordinates; enforce New York City Health and Administrative Codes, New York State Public Health Laws and New York State Vehicle and Traffic Laws; Radio Communications; direct the operation of a department garage, including housing, maintenance, dispatching and functioning of motor equipment; accept fuel and oversee the disbursement of fuel; maintain work performance and time records; prepare payrolls; maintain inventory of tools and equipment; investigate complaints and take corrective action; investigate accidents and enforce safety regulations; analyze subordinates' performance evaluations, work rate, identify problems and make specific recommendations; interview and counsel subordinates with regard to attendance abuse and take appropriate action; enter and analyze data via computer terminal using the Sanitation Control Analysis Network (S.C.A.N.); prepare, complete and/or review records, logs and reports; train subordinates; and perform related work.

(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 \$63,808 per annum. 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, browse 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 Form" section below for the form that you must fill out. Return the completed form 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.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Sanitation who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Sanitation Worker; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and have served permanently as a Sanitation Worker for two (2) years. Additionally, you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**Note:** See "CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE" section and "EFFECTS OF A BREAK IN SERVICE" section.

**REQUIRED FORM:**

**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.

**REQUIREMENT TO BE PROMOTED:**

**Driver License Requirement:** At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**EDUCATION REQUIREMENT:** You must possess a four year high school diploma or its educational equivalent by the end of the probationary period.

**THE TEST:** You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited.

The multiple-choice test is designed to assess the extent to which you have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Supervisor (Sanitation). Task areas to be tested may include: preparing, completing and reviewing forms, reports and logs; making required notifications; communicating information; assigning and reassigning work; monitoring and inspecting subordinates; training, counseling, and evaluating subordinates; performing field duties; maintaining, securing and safeguarding department property; and assisting and cooperating with community and other agencies.

The test may include questions which require mastery of technical knowledge based on such materials as the New York City Department of Sanitation Policies and Procedures; Executive Orders; Operations Orders; General Orders; Personnel Memoranda, as well as Department messages; Department-issued handbooks; and standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas. Questions may address the following areas: uniform requirements; substance abuse; time book preparation/Payroll Management System; sick leave; absence and lateness; emergency and non-emergency leave of absence; military leave of absence and jury duty; disciplinary actions; corruption and conflict of interest; sexual harassment and equal opportunity guidelines; code of conduct; two-way radio operations; daily forms, reports and logs; license requirements and inspection; trade waste; derelict and abandoned vehicles; accidents; line of duty injuries; operation of computer; and safety procedures.

The multiple-choice test may also include questions which require the use of any of the following abilities:

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

**Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.

**Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.

**Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

**Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

**Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

**Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

**Oral Communication:** Effective expression in individual or group situations (includes gestures and nonverbal communications).

**Oral Presentation:** Effective expression when presenting ideas or tasks to an individual or to a group when given time for preparation (includes gestures and nonverbal communications).

**Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

**Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

#### METHOD OF COMPUTING SENIORITY SCORE:

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority and, if applicable, Veteran's Preference credit, subject to the conditions listed below.

<b><u>If your Date of Permanent Appointment as Sanitation Worker is:</u></b>	<b><u>You Will Receive:</u></b>	<b><u>If your Date of Permanent Appointment as Sanitation Worker is:</u></b>	<b><u>You Will Receive:</u></b>
10/27/07 or after	not eligible	7/27/02 - 10/26/02	90.000 percent
7/27/07- 10/26/07	70.000 percent	4/27/02 - 7/26/02	90.500 percent
4/27/07 - 7/26/07	71.000 percent	1/27/02 - 4/26/02	91.000 percent
1/27/07- 4/26/07	72.000 percent	10/27/01 - 1/26/02	91.500 percent
10/27/06 -1/26/07	73.000 percent	7/27/01 - 10/26/01	92.000 percent
7/27/06 - 10/26/06	74.000 percent	4/27/01 - 7/26/01	92.500 percent
4/27/06 - 7/26/06	75.000 percent	1/27/01 - 4/26/01	93.000 percent
1/27/06 - 4/26/06	76.000 percent	10/27/00 - 1/26/01	93.500 percent
10/27/05 - 1/26/06	77.000 percent	7/27/00 - 10/26/00	94.000 percent
7/27/05 - 10/26/05	78.000 percent	4/27/00 - 7/26/00	94.500 percent
4/27/05 - 7/26/05	79.000 percent	1/27/00 - 4/26/00	95.000 percent
1/27/05 - 4/26/05	80.000 percent	10/27/99 - 1/26/00	95.500 percent
10/27/04 - 1/26/05	81.000 percent	7/27/99 - 10/26/99	96.000 percent
7/27/04 - 10/26/04	82.000 percent	4/27/99 - 7/26/99	96.500 percent
4/27/04 - 7/26/04	83.000 percent	1/27/99 - 4/26/99	97.000 percent
1/27/04 - 4/26/04	84.000 percent	10/27/98 - 1/26/99	97.500 percent
10/27/03 - 1/26/04	85.000 percent	7/27/98 - 10/26/98	98.000 percent
7/27/03 - 10/26/03	86.000 percent	4/27/98 - 7/26/98	98.500 percent
4/27/03 - 7/26/03	87.000 percent	1/27/98 - 4/26/98	99.000 percent
1/27/03 - 4/26/03	88.000 percent	10/27/97 - 1/26/98	99.500 percent
10/27/02 - 1/26/03	89.000 percent	10/26/97 or earlier	100.000 percent

**Conditions:** No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the New York State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sanitation Worker shall be given appropriate credit.

**CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE:** In accordance with Section 13-153 of the New York City Administrative Code, any member of the uniformed force of the Sanitation Department who immediately prior to his or her appointment or employment as such, has served as a member of the uniformed transit police force, housing police service, or uniformed force of the Department of Correction shall have the time served in any of such positions counted as service in the eligible title in determining his or her compensation and promotion for Supervisor (Sanitation).

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

**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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

#### ADDITIONAL INFORMATION:

**Probationary Period:** The probationary period for this position is one year. You will be required to successfully complete a prescribed training course and obtain a Certificate of Fitness to handle motor fuel issued by the New York City Fire Department. The Certificate of Fitness to handle motor fuel, issued by the New York City Fire Department, must be maintained for the duration of employment.

**If you do not complete the prescribed training course or do not obtain the Certificate of Fitness or a high school diploma or its equivalent by the end of your probationary period, you will be returned to the title of Sanitation Worker.**

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

**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."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

---

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. 70150; The Sanitation Service.

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