



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>th</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

## NOTICE OF EXAMINATION

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**HOUSING EXTERMINATOR  
(For The New York City Housing Authority Only)  
Exam No. 0164**

<p><b>WHEN TO APPLY:</b> From: June 2, 2010 To: June 22, 2010</p>	<p><b>APPLICATION FEE: \$30.00</b> Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
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**WHAT THE JOB INVOLVES:** Housing Exterminators, under general supervision in the New York City Housing Authority, perform work in the prevention, control and elimination of insects, vermin and other pests from buildings and surrounding areas including parks; inspect areas of infestation; use the most effective insecticides, rodenticides, baits, traps, etc., for exterminating pests as required; select and prepare poisonous insecticides, etc., used in exterminating; clean and repair exterminating equipment; keep records and make reports of exterminating operations performed; and may drive a motor vehicle. All Housing Exterminators perform related work.

**Special Working Conditions:** Housing Exterminators may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Housing Exterminators and environmental conditions experienced are: Walking to and from inspection sites and during inspections. Standing for an extended period of time. Bending and stooping during inspections. Working in confined areas. Using bait and traps, and preparing insecticides and rodenticides for exterminating pests.

(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 \$28,294 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** 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 payment, 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:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

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

**HOW TO QUALIFY:**

**Certification Requirement:** By the last day of the Application Period you must have:

A certification as a **Certified Commercial Pesticide Applicator** for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation. This certification must be maintained for the duration of employment.

You must attach a copy of your photo ID card as a (7A) Certified Commercial Pesticide Applicator in order to receive credit.

**Residency:** City residency is not required for this position.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 B, C and D (if applicable)**. 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.

**THE TEST:** Your score will be determined by a Certification and experience test. You will receive a score of 70 points for meeting the Certification requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

For full-time satisfactory experience in the preparation, testing, and application of pesticides after having obtained a certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A), you will receive an additional:

- (A) 15 points for at least one year but less than three years of experience; or
- (B) 30 points for three or more years of experience.

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.

A Certification and experience must be obtained by **the last day of the application period**.

**THE TEST RESULTS:** If you pass the Certification and experience 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:** You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification for Positions Requiring a Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York and wish to be considered for Selective Certification, state “**Driver License**” in **Section D** on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation:** If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation, and wish to apply for this Selective Certification, state “**7F**” in **Section D** on page 4 of the Education and Experience Test Paper. If you are appointed through Selective Certification, this certification must be maintained for the duration of employment. You must attach a copy of your photo ID card as a (7F) Certified Commercial Pesticide Applicator in order to receive credit.

**Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Public Health (8) issued by the New York State Department of Environmental Conservation:** If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Public Health (8) issued by the New York State Department of Environmental Conservation, and wish to apply for this Selective Certification, state “**8**” in **Section D** on page 4 of the Education and Experience Test Paper. If you are appointed through Selective Certification, this certification must be maintained for the duration of employment. You must attach a copy of your photo ID card as a (8) Certified Commercial Pesticide Applicator in order to receive credit.

**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, 14<sup>th</sup> 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.

This examination is for positions in the New York City Housing Authority only. If you would like to apply for Exterminator in City Agencies, you must submit a separate application and fee for Exam No. 0163 from June 2 through June 22, 2010.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90511; Housing Exterminator Occupational Group

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