



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

| |
|--|
| REQUIRED FORMS |
| APPLICATION FORM |
| EDUCATION AND EXPERIENCE TEST PAPER |
| FOREIGN EDUCATION FACT SHEET (IF APPLICABLE) |

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

SEWAGE TREATMENT WORKER

Exam No. 1048

AMENDED NOTICE: 3/2/11

WHEN TO APPLY: From: **March 2, 2011**
To: **March 15, 2011**

APPLICATION FEE: \$85.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 11, 2011.**

The Notice of Examination is amended to reopen filing from March 2, 2011 through March 15, 2011. Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Sewage Treatment Workers under general supervision, operate, maintain and repair machinery, equipment and structures in wastewater treatment plants, clean water storage and processing facilities, pumping stations, intercepting sewers, sludge treatment and disposal facilities and associated equipment and facilities; test water and sewage samples and perform confined space entry duties. They operate, maintain and repair equipment such as regulators, diversion chambers, tide gates, pumps, sludge collecting treatment and disposal equipment, blowers, compressors, motors, air filters, oil purifying equipment, chlorination equipment, heat exchanger equipment, boilers, valves, pipes and meters in wastewater treatment plants, clean water storage and processing facilities, pumping stations, intercepting sewers, sludge treatment and disposal facilities, and related facilities; take samples and perform tests relating to sewage composition and clean water quality; participate in the operation and monitoring of chemical bulk storage tanks, such as making periodic inspections and tests as required, reporting tank levels, monitoring leakage warning systems and deployment of spill containment devices; read meters, gauges and charts and records the readings; keep operating logs and other records; prepare reports and requisitions; serve as confined space entry attendant; clean and maintain structures, equipment and grounds; load sludge vessels and barges; operate vehicles and radio telephones; clean, wash, and perform minor maintenance on vehicles; perform rigging and hoisting; handle grit, screenings, grease and sludge; operate welding and burning equipment; operate and maintain power tools; are responsible for night watch duties at DEP facilities under the Bureau of Wastewater Treatment, including maintaining of centrifuges; participate in training for Vector Truck operations; drive and operate Vector trucks. All Sewage Treatment Workers perform related work.

Some of the physical activities performed by Sewage Treatment Workers and environmental conditions experienced are: climbing and descending ladders and stairways; standing for long periods of time; walking to and from repair sites; bending, crouching and kneeling; erecting and working on scaffolds; lifting and carrying heavy equipment; working in confined areas; working outdoors in all kinds of weather; working in areas that have high noise levels and may be damp, dark, dusty, dirty and/or acrid; operating, burning and welding equipment; using a respirator; using equipment for fecal testing; and operating and maintaining color coded equipment.

Special Working Conditions: Sewage Treatment Workers will be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$34.97 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

outlets. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned 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."

HOW TO QUALIFY:

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

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and three years of full-time satisfactory experience acquired within the last ten years in any one or a combination of the following: industrial construction activities; the repair or installation of commercial, industrial, or large residential machinery, piping, or electrical equipment; the operation of machine tools; the repair and overhaul of engines; residential or industrial plumbing; or the operation or repair of wastewater treatment plants or associated facilities (Note: handyman and janitorial experience is not acceptable); or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and at least one and one-half years of full-time satisfactory experience acquired within the last five years as described in "1" above, plus sufficient relevant education acquired in an approved trade, technical or vocational school to make the equivalent of three years of acceptable experience. Education can be substituted for experience on the basis of one year of education at an approved trade, technical or vocational school for six months of acceptable experience; or
3. An Associate Degree in Science or Applied Science from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), or higher degree with a major in Environmental Health, Environmental Technology, Electrical Technology, Mechanical Technology, Chemical Technology, or a related field and one year of the experience described in "1" above acquired within the last five years.

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 the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Commercial Driver License Requirement: At the time of appointment you must possess a New York State Class B Commercial Driver License ("CDL") with Tanker Endorsement 'N' or a valid CDL Learner's Permit. If you are hired with a Learners Permit, you must obtain the Class B CDL, with endorsement, within six months of appointment. The CDL with endorsement must be maintained for the duration of employment in this title.

Certificate Requirements: Within three months of appointment you must obtain all of the following Certificates of Fitness issued by the NYC Fire Department. These certificates must be maintained for the duration of employment:

1. **(C98)** Storage and Use of Flammable and/or Combustible Liquids
2. **(E21)** Using Powder (Ammunition) Activated Tools
3. **(F93)** Fire Guard for Field Construction Sites and Torch Operations
4. **(G22)** Use of LPG in Hi-Lo (Forklifts)
5. **(G44)** Storage and Handling of LPG
6. **(G46)** Handling and Storage of Non-flammable Compressed Gases
7. **(G95)** Torch Use of Flammable Gases with Cutting and Welding
8. **(G98)** Storage and Use of Flammable Compressible Gases
9. **(W14)** Handling of Motor Fuel Portable Containers.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position.

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:** Fill out **Sections A.1, A.2, A.3, A.4, A.6, 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. **If you are applying by mail,** 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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online,** follow the online instructions.
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 **"document-by-document" (general)** 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.

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: 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 basic principles of the operation, maintenance, installation and repair of mechanical equipment such as pumps, valves, hydraulic equipment, conveyors, heat exchangers, compressors, and heating, ventilation and air conditioning equipment; basic principles of pipefitting, burning and welding, carpentry, masonry, painting, hoisting and rigging, locksmithing and roofing; maintenance and safe operation of power and hand tools and general safety; understanding of written instructions and drawings; arithmetic; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

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 Class A Commercial Drivers License with Tanker Endorsement 'N': If you have a New York State Class A Commercial Drivers License with Tanker Endorsement 'N', you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you are appointed through Selective Certification, you must maintain this license, with endorsement for the duration of your employment in this title. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in Selective Certification. 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 the documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90739; Skilled Craftsman and Operative Service.

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