



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

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

**PLUMBER'S HELPER
Exam No. 4037
(For Agencies Under the Jurisdiction of the Commissioner of DCAS Only)**

WHEN TO APPLY: From: February 5, 2014
To: February 25, 2014
APPLICATION FEE: \$68.00
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is non-refundable.
THE TEST DATE: The multiple-choice test is expected to be held on Monday, May 19, 2014.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Plumber's Helpers, under direct supervision, assist plumbers in the installation, maintenance and repair of piping and tubing for water, gas, waste, soil, fuel and vent lines. They assist plumbers in the installation of plumbing fixtures, including tanks, sprinklers and fire suppression systems; carry tools, working materials and equipment, and prepare same at the work locations; move heavy valves, piping and fixtures; cut, drill or otherwise prepare openings as may be necessary for installation, maintenance or repair of plumbing pipes or fixtures; use acetylene torches; cut and thread pipe with hand or electrically operated tools; clean up work areas; and may operate a motor vehicle. All Plumber's Helpers perform related work.

Some of the physical activities performed by Plumber's Helpers 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; carrying heavy objects such as tool boxes, pipe, and bags of pipe fittings; working in close spaces; and working in the vicinity of bio-hazards.

Special Working Conditions: Plumber's Helpers may 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 \$33.60 per hour for a 35-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the on screen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, February 17, 2014.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify 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.

Education and Experience Requirements:

1. Three years of full-time satisfactory experience as a Plumber's Helper or Apprentice Plumber; or
2. Not less than one year of experience as described in "1" above plus sufficient training of a relevant nature acquired in a trade school, technical school or vocational high school, to make up the equivalent of three years of acceptable Plumber's Helper experience. Each year of approved, relevant training is equivalent to six months of full-time satisfactory Plumber's Helper or Apprentice Plumber experience, up to a maximum of two years of satisfactory experience.

The education requirement must be met by June 30, 2014. The experience requirement must be met by the last day of the Application Period.

The trade school, technical school or vocational high school or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after June 30, 2014 or experience which you obtain after the end of the application period, **nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.**

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. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Section A.1 (if applicable), A.2 (if applicable), A.3 (if applicable), and Section B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to obtain a duplicate notice.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Plumber's Helper. Task categories to be tested are as follows:

1. Identification and Preparation of Materials, Tools, and Fixtures
2. Installation, Replacement, and Repair
3. Safety and Communication

The multiple-choice test may include questions on: materials, piping, valves, fittings, supports, and other fixtures used in plumbing work; proper selection and use of tools and equipment used in the plumbing trade; installation and repairs of plumbing systems and fixtures; basic knowledge of the NYC Plumbing Code; safe and proper work practices; basic customer service practices; and other related areas.

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

Written Comprehension: understanding English words and sentences. Example: A Plumber's Helper understands written task assignments and plumbing notes.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Plumber's Helper writes plumbing notes free of grammatical errors.

Problem Sensitivity: understanding when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: A Plumber's Helper is able to assess and diagnose plumbing failures and anticipate safety issues.

Mathematical Reasoning: understanding and organizing a problem then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Plumber's Helper is able to apply plumbing formulas and/or use basic fractions to determine the right procedures for installations.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages and taking square roots. Example: A Plumber's Helper needs to add the lengths of pipes after taking measurements of them.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Plumber's Helper considers more than one way to solve a particular problem with a main drain.

Inductive Reasoning: combining separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. Example: A Plumber's Helper understands what the reason is for using one kind of pipe and not another when making a replacement.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Plumber's Helper has to repair or replace a washroom fixture following ordered steps.

Spatial Orientation: determining where you are in relation to the location of some objects or to tell where the object is in relation to you. Example: A Plumber's Helper determines how far away one is located on a ladder from the valve that needs to be repaired.

Selective Attention: the ability to concentrate on a task one is doing. This ability involves concentration while performing a boring task and not being distracted. Example: A Plumber's Helper remains focused when cutting and soldering pipes.

Warning: 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photobearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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 Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, 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 license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. 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 a request by mail to: DCAS Bureau of Examinations - TEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the

examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Plumber's Helper in HHC you must submit a separate application and fee for Exam. No. 4039 from February 5, 2014 through February 25, 2014.

SPECIAL ARRANGEMENTS:

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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at The DCAS Computer-based Testing and Applications Centers.

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