



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

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

# NOTICE OF EXAMINATION

## SANITATION WORKER

Exam No. 5001

**WHEN TO APPLY:** From: October 1, 2014

**APPLICATION FEE:** \$47.00

To: October 31, 2014

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 nonrefundable.

**THE TEST DATES:** The multiple-choice test is expected to be held on February 7, 2015 and February 8, 2015.

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

**WHAT THE JOB INVOLVES:** Sanitation Workers, under direct supervision, perform work, and prepare and operate various types of equipment involved in street cleaning, waste collection, recycling collection, snow removal, encumbrance removal, waste disposal; and, when assigned, perform enforcement duties. They follow route sheet of assigned work area; load and unload waste materials and bulk items; monitor collected waste for hazardous or toxic materials; sweep and clean city streets; inspect, prepare, and drive department vehicles and equipment; during winter months, attach and operate snow plows, remove snow and ice from city streets and arterial roadways, and spread salt and sand; use operational manuals and instructional materials; prepare reports, records, and forms; enter data; make log entries; and perform related work.

**Special Working Conditions:** Sanitation Workers are required to work rotating shifts, rotating days off, nights, Saturdays, Sundays, holidays and mandatory overtime. Additionally, Sanitation Workers are required to perform these tasks in all types of weather.

Some of the physical activities performed by Sanitation Workers and environmental conditions experienced are: walking and/or standing for long periods of time; operating various types of Sanitation Department equipment in all types of weather; pulling, dragging, lifting and carrying heavy and large objects, bags of garbage, cans, containers, bulk items and throwing or dumping them into a truck hopper or loading them onto a truck.

(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 \$33,746 per annum. This rate is subject to change. Upon completion of 6 months employment, the salary will rise to \$36,607. Incumbents will receive salary increments reaching \$69,339 per annum base salary at the completion of five and one half years employment. After 5, 10, 15, and 20 years of service, incumbents will receive longevity pay of \$1,495, \$2,395, \$3,295, and \$4,195, respectively, in addition to base salary. All rates are 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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computer-based Testing & Applications Centers will be closed on Monday, October 13, 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](http://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 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."

**MINIMUM AGE REQUIREMENT:** Pursuant to Section 54 of the New York Civil Service Law, you must be at least 17 ½ years of age by the end of the application period to take this examination. Additionally, you must have attained age 21 to be appointed as a Sanitation Worker. If you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity to be considered for appointment from this list.

**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 Requirements:** By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent 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. You will receive instructions from the appointing agency during the pre-employment screening process regarding the approved evaluation services you may use for foreign education.

**Commercial Driver License (CDL) Requirement:** By the **date of appointment**, you must have a valid New York State CDL Class A or B License with an "N" Tank Vehicles endorsement; no "K" (not valid outside N.Y.S.) Intrastate only restriction; and no Air Brake restrictions indicated below:

The requirement for a **CDL Class A License** is:

- a) no "L, L1, L2" Air Brake restrictions

The requirement for a **CDL Class B License** is:

- a) no "L or L2" Air Brake restrictions

Prior to appointment, you must disclose any pending license issues that may render your CDL A or B status void after your appointment to the title of Sanitation Worker. Serious moving violations, driver license suspension, accident record or other indication of poor driving ability may disqualify you. This license must be maintained for the duration of your employment.

Also prior to appointment, you will be called in for an interview by the New York City Department of Sanitation (DSNY) Division of Human Resources. If you do not possess a New York State CDL Class A or B License, you will be required to obtain the CDL License at your own expense, prior to appointment, either at a training program of your own choosing or at a training program provided by the DSNY (see below).

**DSNY-provided CDL Training Program:**

The one-week CDL training conducted by the DSNY will cost \$900. This cost is subject to change based upon factors that may increase the cost of the DSNY to provide this training. This cost **does not include** the New York State Department of Motor Vehicles road test fee. After appointment, you will be required to repay the above DSNY cost of the training. Payroll deductions will commence after appointment at the rate of \$25 per pay period and continue until the total cost is recouped by the DSNY.

In order to participate in the scheduled DSNY training course, you must present a valid **New York State Driver License and CDL Class A or Class B permit with the following:**

- Class A:
  - a) "N" Tank Vehicles endorsement; and
  - b) no "L, L1, L2" Air Brake restrictions; and
  - c) no "K" (not valid outside N.Y.S.) Intrastate only restrictions.
- Class B:
  - a) "N" Tank Vehicles endorsement; and
  - b) no "L or L2" Air Brake restrictions; and
  - c) no "K" (not valid outside N.Y.S.) Intrastate only restrictions.

**You must be able to drive interstate.**

You will be required to sign a liability waiver and a recoupment agreement prior to DSNY CDL training. After completing the one-week DSNY CDL training course, you will be scheduled for a road test, **at your own expense**, using DSNY equipment.

**Age Requirement for CDL:** Because a “K” restriction is placed on the CDL license of any person under the age of 21, and because a Sanitation Worker must have one of the above-identified licenses **without** a “K” restriction, you must have attained age 21 to be appointed as a Sanitation Worker. If you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity to be considered for appointment from this list.

**Medical Requirement:** Medical guidelines have been established for the position of Sanitation Worker. You will be examined to determine whether you can perform the essential functions of the position of Sanitation Worker. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug/Alcohol Screening Requirement:** You must pass a drug/alcohol screening in order to be appointed, and if appointed you will be subject to random drug and alcohol tests for the duration of your employment.

**Residency Requirement Advisory:** The New York State Public Officers Law requires any person employed as a Sanitation Worker in the DSNY, to be a resident of the City of New York or of Nassau or Westchester Counties during the first five years of employment. After the first five years of employment and for subsequent duration of employment, any person employed as a Sanitation Worker must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam Counties.

**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.

**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 is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Sanitation Worker. The test may include questions requiring the use of any of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. This ability may be used to read and understand departmental messages.

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. This ability may be used to tell if there is something wrong with the truck, which will lead to a mechanical failure.

**Written Expression:** using English words or sentences in writing so that others will understand. This ability may be used to complete a form for a specific request such as switching a vacation day.

**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. This ability may be used to understand the correct order in which a plow must be assembled.

**Deductive Reasoning:** applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. This ability may be used to determine which type of waste to collect, based on specific waste collection rules.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you. This ability may be used to determine where to drive in order to get to your supervisor located a few blocks away.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. This ability may be used to assemble a plow based on an illustration.

**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 **not** permitted. 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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing 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.

There will also be a qualifying physical test. If you pass the multiple-choice test, you will be scheduled to take the physical test in score order as vacancies occur. However, based on the projected number of vacancies, it is anticipated that all candidates who pass the written test may not be scheduled for the physical test. Candidates called to the physical test will be required to pay an additional \$20.00 fee. Failure to pay the additional fee on the date you are scheduled to take the physical test will result in disqualification from further participation in the examination. The additional fee for the physical test will be waived for candidates who demonstrate that they are unemployed or receiving public assistance at the time of the physical test. Medical evidence to allow participation in the physical test may be required and the Department of Citywide Administrative Services reserves the right to exclude from the physical test any candidates who are medically unfit. The description of the physical test will be made available at a later date.

**NEW YORK CITY RESIDENCY CREDIT:** Five points will be added to the final exam score of those candidates who qualify for New York City Residency Credit. To be eligible for the residency credit, a candidate must achieve a passing score on the examination, and must maintain a continuous period of residency in New York City from **October 1, 2013 through September 30, 2014**. Candidates interested in seeking the residency credit must apply by following the instructions which will be provided on the date of the written test. Merely supplying a New York City address on the application form for this examination does not serve as a request for the residency credit. **Requests for residency credit must be received by DCAS before the eligible list is established.**

**Eligibility for the residency credit will be investigated by the DSNY.** Candidates will be required to produce written verification of the candidate's New York City residency from **October 1, 2013 through September 30, 2014**. The documents presented must represent the period of time for which you are claiming City residency. Inability to produce the required verification of residence documents for the continuous period of residency will result in the forfeiture of the New York City Residency Credit and an adjustment in the final score. Documents that will be investigated to prove New York City residency will include, but are not limited to:

- rent receipts on a letterhead (not generic receipts) accompanied by a cancelled check
- mortgage payment notices
- bank statements
- credit card statements
- utility bills
- telephone bills
- paystubs

DSNY reserves the right to accept other documents, in lieu of the above, under special circumstances which validate various living arrangements, as determined by the Department. **As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who claim New York City residency credit and who are determined to have intentionally misrepresented facts concerning New York City residency shall be disqualified and their names shall be removed from the eligible list, and they may be subject to criminal sanctions. To ensure you receive this credit, save all documentation that provides proof of your residency in New York City.**

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the expected test dates. If you do not receive an Admission Notice at least 4 days before the expected test dates, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST RESULTS:** If you 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 pass the physical test and meet all other requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Probationary Period:** The probationary period is eighteen months. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York. As part of the probationary period, probationers must successfully complete a prescribed training course.

**Investigation:** Prior to appointment and at time of investigation, candidates will be called for an interview by the DSNY Division of Human Resources for a background investigation and to review all required documents. Candidates must present originals or certified copies of documents and proof, including but not limited to, proof of date of birth, military service, and required residency. Any willful misstatement or failure to present any required documents will be cause for disqualification.

**SPECIAL ARRANGEMENTS:**

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) 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;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 70112; 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)**