



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 INFORMATION</b>
APPLICATION

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR (WATERSHED MAINTENANCE)**

**Exam No. 6516**

<p><b>WHEN TO APPLY:</b> From: November 4, 2015          To: November 24, 2015</p>	<p><b>APPLICATION FEE: \$68.00</b></p> <p>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.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, February 27, 2016.</b></p>	

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

**WHAT THE JOB INVOLVES:** This is a supervisory class of positions overseeing staff involved in the operation, maintenance, repair and inspection of facilities, roads, bridges, equipment and lands in the watershed areas including reservoirs, aqueducts, groundwater, water and waste water treatment and related systems of the City of New York. Supervisors (Watershed Maintenance) ensure compliance with applicable federal, state, local and Agency environmental health and safety laws, policies and procedures. All supervisors utilize computerized, electronic and mechanical equipment and operate a motor vehicle to travel between work locations. There are three Assignment Levels within this class of positions. All personnel perform related work and may perform the duties of subordinates.

**At Assignment Level I:** Supervisors (Watershed Maintenance), under general supervision, supervise one or more crews of Watershed Maintainers and other subordinate personnel operating, maintaining, repairing, and inspecting facilities, equipment, roads, bridges, infrastructure and lands in watershed areas and reservoirs, aqueducts, groundwater systems and related systems of the City of New York, and report work that has been completed. Supervisors (Watershed Maintenance) at Assignment Level I may serve as an active member of the Risk Management Program (RMP) Committee, providing technical and operational input; may serve as the confined space entry supervisor; may serve as the designated operator of public water supply systems serving agency facilities; may perform the duties of Supervisor (Watershed Maintenance) Assignment Level II in that person's temporary absence.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**Special Working Conditions:** Supervisors (Watershed Maintenance) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

**THE SALARY:** The current minimum salary is \$57,074 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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 apply 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the New York City Department of Citywide Administrative Services (DCAS) Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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 DCAS Computer-based Testing & Applications Centers will be closed on Wednesday, November 11, 2015.**

**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."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Environmental Protection 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 Watershed Maintainer, Laborer, or Construction Laborer; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in one of the eligible titles as indicated in the above "Eligibility To Take Examination" section, and 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. Additionally, you must have served permanently in the eligible title for at least one year.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** By 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.

**Respirator Equipment Requirement:** For certain positions, you may be required to wear a respirator while performing the essential functions of Supervisor (Watershed Maintenance). Applicants for those positions must be physically able to wear a respirator and must not have any condition which would prevent a good face seal when wearing a respirator. OSHA regulations have established medical guidelines for wearing a respirator. Therefore, those applicants will be required to have periodic post-promotion medical examinations to demonstrate that they meet applicable OSHA standards and to monitor their medical status. Once promoted, employees must continue to satisfy OSHA regulations for the duration of their employment.

**Medical Requirement:** Medical guidelines have been established for the position of Supervisor (Watershed Maintenance). Candidates will be examined to determine whether they can perform the essential functions of the position of Supervisor (Watershed Maintenance). 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.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required 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. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, DCAS in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 Supervisor (Watershed Maintenance). Task categories to be tested are as follows: Supervisory Tasks and Technical Supervision of Staff.

The test may include questions on the operation and maintenance of facilities and equipment in a watershed area or water treatment plant; job related safety practices; pertinent sections of health and safety codes and laws; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** A Supervisor (Watershed Maintenance) may use this ability when considering leaks in pumps and piping as a possible cause if residual chlorine levels are low.

**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 Supervisor (Watershed Maintenance) may use this ability when applying mathematical formulas to determine the correct chemical application rate changes for the water supply.

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing abilities, Judgment and Decision-Making abilities are typically applied over a shorter time frame. **Example:** A Supervisor (Watershed Maintenance) may use this ability when deciding the best course of action as a result of an emergency on site.

**Planning & Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Supervisor (Watershed Maintenance) may use this ability when planning and coordinating the daily or weekly work tasks for staff.

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. **Example:** A Supervisor (Watershed Maintenance) may use this ability when maintaining Personal Protective Equipment (PPE), tool sheds, and stockpiles of water treatment chemicals.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** A Supervisor (Watershed Maintenance) may use this ability when choosing the best course of action as a result of an unexpected shortage of staff.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Supervisor (Watershed Maintenance) may use this ability while overseeing a new employee's assignments.

**Time Management:** Managing one's own time and the time of others in order to promote effective use of work hours. **Example:** A Supervisor (Watershed Maintenance) may use this ability to accomplish more than one task within a given time frame.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A Supervisor (Watershed Maintenance) may use this ability when reading various references, manuals, and standard operating procedures and understands how to explain them to his/her staff.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** A Supervisor (Watershed Maintenance) may use this ability when writing reports, evaluations, and summaries and corresponds via email with his/her supervisor.

**Integrity:** Acting in an honest and ethical manner. **Example:** A Supervisor (Watershed Maintenance) may use this ability when refusing bribes.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**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, 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.

**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 Administration, Customer, and 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 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:**

**Selective Certification for possession of a valid Grade IA Water Treatment Operator's Certificate:** If you have a valid Grade IA Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion. 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, Exam Development Group, 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 promoted through Selective Certification, you must maintain your Grade IA Water Treatment Operator's Certificate for the duration of your employment.**

**Selective Certification for possession of a valid Grade IIA Water Treatment Operator's Certificate:** If you have a valid Grade IIA Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion. 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, Exam Development Group, 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 promoted through Selective Certification, you must maintain your Grade IIA Water Treatment Operator's Certificate for the duration of your employment.**

**Selective Certification for possession of a valid Grade IB Water Treatment Operator's Certificate:** If you have a valid Grade IB Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion. 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, Exam Development Group, 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 promoted through Selective Certification, you must maintain your Grade IB Water Treatment Operator's Certificate for the duration of your employment.**

**Selective Certification for possession of a valid Grade IIB Water Treatment Operator's Certificate:** If you have a valid Grade IIB Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the promoting agency at the time of promotion. 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, Exam Development Group, 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 promoted through Selective Certification, you must maintain your Grade IIB Water Treatment Operator's Certificate for the duration of your employment.**

**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.

**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 the test.

To request a make-up test, contact the Administration, Customer and 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 promotion, 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 and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 91314; The Construction and Maintenance Supervisory Service.

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