



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PLUMBER'S HELPER

Exam. No. 7022

(For Agencies Under the Jurisdiction of DCAS Only)

**WHEN TO APPLY: From: September 5, 2007
To: September 25, 2007**

APPLICATION FEE: \$60.00
*Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card, bank
card, or debit card.*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 15, 2007.**

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; cut, drill or otherwise prepare openings as may be necessary for installation, maintenance or repair of plumbing pipes or fixtures; cut and thread pipe with hand or electrically operated tools; clean up work areas; may operate a motor vehicle; and 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; moving heavy valves, piping and fixtures; carrying heavy objects such as tool boxes, pipe, and bags of pipe fittings; working in close spaces; using acetylene torches; 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 \$31.80 per hour for a 35-hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, browse to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only.**

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. Three years of full-time satisfactory experience as a Plumber's Helper or Apprentice Plumber within the last 12 years; or
2. Not less than one year of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade school, technical school or vocational high school, to make up the equivalent of three years of acceptable Plumber's Helper experience. Relevant training must be obtained in a school approved by a state's Department of Education or comparable agency.

Each year of approved, relevant training is equivalent to six months of satisfactory Plumber's Helper experience, up to a maximum of two years of satisfactory experience.

You may be given the multiple-choice 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 your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 A, 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.
3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet 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 "course-by-course" (which includes a "document by document" 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 Administration Services no later than eight weeks from the last date for applying for this examination.

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 this test. The multiple-choice test may include questions on: materials, piping and fittings; tools and equipment used in plumbing work; installations and repairs; reading and understanding elementary plans, drawings and instructions; basic calculations; ensuring code compliance; safe and proper work practices; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the written 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 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: This examination is for all agencies under the jurisdiction of DCAS 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. 7031 from September 5, 2007 through September 25, 2007.

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 in the test booklet on the day of the test to indicate your interest in such Selective Certification. 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 documentation by mail to: DCAS Bureau of Examinations UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

SPECIAL ARRANGEMENTS:

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test due to your religious belief and you are applying

1. **online**, follow the onscreen instructions, or
2. **by mail**, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

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