



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

**NOTICE
OF
EXAMINATION**

PROMOTION TO CONSTRUCTION LABORER

Exam. No. 0511

WHEN TO APPLY: From: May 5, 2010
To: May 25, 2010

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

WHAT THE JOB INVOLVES: Construction Laborers, under supervision, using a wide variety of heavy-duty, motor-powered equipment, perform work in construction, repair and maintenance of water supply distribution systems, drainage and sewer systems, buildings and plants, and related pavement; operate a motor vehicle. All Construction Laborers perform related work.

Special Working Conditions: Construction Laborers 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 \$37.07 per hour. This rate is subject to change.

HOW TO APPLY: If you believe that you are eligible to take this examination, there are two ways to apply for this examination:

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 outlets.
2. **By mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You are responsible for determining whether or not you meet the eligibility requirements for this

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examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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 claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertains 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 last day of the application period:**

- (1) is employed in the non-competitive title of Apprentice (Construction Laborer); and
- (2) is not otherwise ineligible.

If you do not know if you are eligible, check with **your agency's personnel office**.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must be employed in the eligible title as indicated in the above "Eligibility To Take Examination" section at the time of promotion.

REQUIREMENTS TO BE PROMOTED: At the time of promotion eligibles must have:

- (1) **Driver License Requirement:** A New York State Class B Commercial Driver License with no restrictions. Serious moving violations, license suspension or accident record may disqualify. This New York State Class B Commercial License with no restrictions must be maintained for the duration of your employment; and
- (2) **Work Experience:** (a) must have completed an Apprentice (Construction Laborer) program; or (b) must have at least two years of acceptable Construction Laborer experience in the Department of Environmental Protection; or (c) must have at least two years of a combination of (a) and (b).

These requirements may be met at any time during the duration of the list.

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 **Section B and D (if applicable)**. 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. **If you are applying online**, follow the online instructions.

THE TEST: You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory work experience as a laborer involved in the maintenance and/or repair of water distribution systems and/or sewer systems, you will receive:

- (A) 10 points for at least 3 years but less than 4 years of experience; or
- (B) 20 points for at least 4 years but less than 5 years of experience; or
- (C) 30 points for 5 or more years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Education and experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you pass the education and experience 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 Certificate of Fitness: If you possess one of the **Certificates of Fitness** listed below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring Certificate(s) of Fitness:

1. **Certificate of Fitness for Storage and Use of Flammable and/or Combustible Liquids (C-26)**
2. **Certificate of Fitness for Fire Guard for Field Construction Sites and Fire Guard for Torch Operations (F-93)**
3. **Certificate of Fitness for Dry Standpipe Systems (F-09)**
4. **Certificate of Fitness for Standpipe Systems with City Mains (F-11)**
5. **Certificate of Fitness for Sprinkler Systems with City Mains (F-17)**
6. **Certificate of Fitness for Use of LPG in HI-LO (Forklifts) (G-22)**
7. **Certificate of Fitness to Operate Air Compressors (G-35)**
8. **Certificate of Fitness for Handling and Storage of Nonflammable Gas Cylinders (G-46)**
9. **Certificate of Fitness for Torch Use of Flammable Gases for Cutting and Welding (G-38)**
10. **Certificate of Fitness for Storage and Use of Flammable/Combustible Gases (G-52)**
11. **Certificate of Fitness for Storage and Handling of LPG (G-44)**
12. **Certificate of Fitness for Handling Motor Fuel-Gas Station (P-15)**
13. **Certificate of Fitness for Handling Motor Fuel Using Portable Containers (W-14)**

Follow the instructions in Section D on page 4 of the Education and Experience Test Paper 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 - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Certificate(s) of Fitness must be maintained for the duration of your employment.

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining

Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90756; Skilled Craftsman and Operation Service.

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