



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

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

**NOTICE  
 OF  
 EXAMINATION**

**WATER USE INSPECTOR**  
**Exam No. 4023**

**WHEN TO APPLY: From: November 6, 2013                      APPLICATION FEE: \$40.00**  
**To: November 26, 2013**

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

**WHAT THE JOB INVOLVES:** This class of positions encompasses training, inspection, and maintenance work of varying degrees of difficulty and responsibility. There are two Assignment Levels within this class of positions.

**At Assignment Level I:** Water Use Inspectors, under supervision, receive training in and perform work of varying degrees of difficulty and responsibility in the field and/or the office, in the conduct of inspections to maintain the purity of water and to ensure conformance to codes, standards, plans and specifications relating to the metering, sale and use of City water. They enforce the Administrative Code and other laws, regulations, and rules as they relate to the metering, sale, use and discharge of City water; service and maintain mechanical and electronic water meters, water meter reading equipment, related equipment and parts, including measuring elements, register heads and meter set; replace water meters; read and may repair water meters on site; verify water meter readings and operation of meter reading equipment and report or repair this equipment; test meters to ensure that water consumption is properly registered on the meters; serve notices of the need to repair defective meters; inspect for and issue Environmental Control Board Notices of Violation; issue notices of violations of rules and regulations regarding the installation, maintenance and use of water meters and regarding leakage and waste of water; assist in and perform routine tasks related to water use and metering in Citywide programs conducted by the Department of Environmental Protection; utilize hand held computer and adapter to read and program meter interface units; receive on-the-job training in the performance of Water Use Inspector tasks; prepare reports requiring simple mathematical computations; may testify at Environmental Control Board Hearings; and operate a motor vehicle in the performance of assigned duties. All Water Use Inspectors perform related work.

Some of the physical activities performed by Water Use Inspectors and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending from ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; opening street traps requiring the ability to lift at least 25 pounds; bending and stooping during inspections; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather.

**Special Working Conditions:** Water Use Inspectors 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 \$28,516.00 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**Special Note:** Employees hired as Water Use Inspector - Assignment Level I must satisfactorily complete a probationary period of at least 24 months. This probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period. Upon completion of two years of satisfactory service, permanent employees in Assignment Level I will advance, without further examination, to Assignment Level II.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 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 Computerized 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  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

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

**The Computerized Testing & Applications Centers will be closed on Monday, November 11, 2013.**

**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 Computerized Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** 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. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and six months of full-time satisfactory experience in one of the following:
  - a) Mechanical work experience as a helper or apprentice in plumbing, installation or operation of heating, ventilation and air conditioning systems, or as a pipe fitter or steam fitter; **or**
  - b) Installation, assembly or repair of water-use meters, or the inspection, reading and recording of data from meters and/or measuring devices in field application; **or**
2. One year of full-time satisfactory experience as a helper or apprentice in the fields described in "1(a)" or "1(b)" above; **or**
3. Graduation from a trade, vocational or technical high school approved by a State's Department of Education or a recognized accrediting organization with a specialty described in "1(a)" or "1(b)" above.

**The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.**

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 January 31, 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.**

**Driver License Requirement:** At the time of appointment, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**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 **Sections A.1 (if applicable), A.2 (if applicable), A.3 (if applicable), B and C.** 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](http://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.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience in the installation, assembly or repair of water-use meters, or the inspection, reading and recording of data from meters and/or measuring devices in field application for:**

	<b>You will receive:</b>
At least 3 months, but less than 6 months	10 points
At least 6 months, but less than 1 year	20 points
1 or more years	30 points

**If you have satisfactory full-time experience in mechanical work in plumbing, installation or operation of heating, ventilation and air conditioning systems or as a pipe fitter or steam fitter for:**

	<b>You will receive:</b>
At least 3 months, but less than 6 months	5 points
At least 6 months, but less than 1 year	10 points
1 or more years	15 points

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. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

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

Experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience 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:**

**Application Receipt:** 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](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14<sup>th</sup> 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.

**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 Computerized Testing & Applications Centers.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 34615; Business Inspection Occupational Group.

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