



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

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

LEAD ABATEMENT WORKER

Exam No. 5007

WHEN TO APPLY: From: October 1, 2014

APPLICATION FEE: \$61.00

To: October 21, 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.

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

WHAT THE JOB INVOLVES: Lead Abatement Workers, under general supervision, perform lead abatement work involving the removal or encapsulation of lead contained in or on any surface. They perform lead abatement work (requiring the use of protective clothing, respirator and mask) involving room preparation, including moving and replacing of furniture; cover surrounding areas with plastic or other similar material to seal non-affected areas; remove paint by scraping or chemical means; wash down walls and floors with chemical solutions, using a HEPA vacuum on various surfaces; remove window sashes and moldings; perform sheet rocking as well as painting duties to restore treated areas; clean up work areas; bag and dispose of removed material in accordance with relevant federal, state and local laws; keep records of work performed and supplies utilized; and may perform general maintenance/construction work; operate a motor vehicle to transport supplies and equipment to work sites and carry them to appropriate floor(s). All Lead Abatement Workers perform related work.

Some of the physical activities performed by Lead Abatement Workers and environmental conditions experienced are: Wearing respirator, protective clothing and equipment; working with hazardous lead-containing materials and chemicals; carrying supplies, tools and equipment while walking up and down staircases; climbing up and down ladders.

(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 \$41,308 per annum. This rate is 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. 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).

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

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computer-based Testing & Applications Centers will be closed on Monday, October 13, 2014.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is located on the DCAS website at 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 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.

Experience Requirements:

Three years of full-time satisfactory experience in general maintenance/construction work involving carpentry, painting, plastering, and/or plumbing.

The experience requirement must be met by the last day of the Application Period.

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 filing period. You will not receive credit for experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your experience once the filing period has ended.

Driver License Requirement: At the time you are appointed 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.

Certification Requirement: You will be required within 180 days from the day of appointment to obtain a United States Environmental Protection Agency Lead Abatement Worker Certification.

Medical Requirement: Medical guidelines have been established for the position of Lead Abatement Worker. Candidates will be examined to determine whether they can perform the essential functions of the position of Lead Abatement 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. In addition, candidates must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered to those employed in this title.

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 **Section B and Section C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the experience requirements listed above. 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 as a certified United States Environmental Protection Agency Lead Abatement Worker performing lead abatement work for:

	You will receive:
At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	20 points
3 or more years	30 points

If you have satisfactory full-time experience as a general maintenance/construction worker involving carpentry, painting, plastering, and/or plumbing for:

	You will receive:
At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
3 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 and United States Environmental Protection Agency Certification 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 and United States Environmental Protection Agency Certification 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 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.

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, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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. 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, 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.

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

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 and at the DCAS Computerized Testing and Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31311; The Special Crafts and Operational Group.

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