



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**

PROMOTION TO CONSTRUCTION LABORER

Exam No. 5528

WHEN TO APPLY: From: February 4, 2015

APPLICATION FEE: \$88.00

To: February 24, 2015

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: 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. They repair broken water mains and leaking water services; engage in the removal and replacement of broken drainage and sewer pipes, appurtenances, castings and heads, gate boxes, broken water mains, broken hydrants, water boxes and heads and wet connections and taps; repair drainage and sewer interiors of all kinds including brickwork and masonry; break pavements with hand or power driven tools; excavate and refill in the performance of the work herein; engage in the shoring and sheeting of excavations; mix and use concrete as part of the construction and repair work herein; flush, clean and excavate culverts, sewers, drain and sewer basins and appurtenances; operate various types of motor equipment, including specialized mounted equipment, towed or portable powered equipment and/or attachments; may work from sketches and working drawings; may keep records of work assignments and progress; may weld in the performance of the duties herein; and load and unload equipment and supplies as part of the duties herein. All Construction Laborers perform related work.

Some of the physical activities performed by Construction Laborers and environmental conditions experienced are: climbing and descending ladders; standing for long periods of time; walking to and from repair sites; bending, crouching, and kneeling; lifting and carrying heavy equipment; loading and unloading equipment and supplies; using power driven and regular hand tools; digging and excavating; working in confined areas; working outdoors in all kinds of weather; working alongside roads; working in areas that have high noise levels and may be wet, dark, dusty, dirty and/or acid; working in the presence of vermin, toxic and/or corrosive chemicals.

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 for a 40-hour work week. This rate is subject to change.

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. 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).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 7, Monday, February 9, and Monday, February 16, 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 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Environmental Protection and the Department of Sanitation 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**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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

(1) **Driver License Requirement:** must have a Class B Commercial Driver License with no restrictions, valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. The 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 with the Department of Environmental Protection; **or** (b) must have at least two years of acceptable Construction Laborer experience in the Department of Environmental Protection or the Department of Sanitation; **or** (c) must have at least two years of a combination of (a) and (b).

Drug Screening Requirement: You must pass a drug/alcohol screening in order to be promoted, and if promoted you will be subject to random drug and alcohol tests for the duration of your employment.

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.

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 B (if applicable) and D (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: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the 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 additional credit up to a maximum of 100 points on the following basis:

If you have additional satisfactory full-time experience in the title of Apprentice (Construction Laborer) working for the City of New York for:

	You will receive:
At least 1 year, but less than 2 years	15 points
2 or more years	30 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.

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.

Experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you pass the 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.

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:

Selective Certification for Certificate of Fitness: If you have one of the **Certificates of Fitness** listed below, 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 certificate. If you wish to apply for this Selective Certification, state the applicable 3 letter/digit SC code (located in parenthesis to the right of each certificate) in Section D of the Education and Experience Test. Your certificate will be checked by the appointing agency at the time of promotion. This certificate must be maintained for the duration of your employment.

1. Certificate of Fitness for Storage and Use of Flammable and/or Combustible Liquids (C26)
2. Certificate of Fitness for Fire Guard for Field Construction Sites and Fire Guard for Torch Operations (F93)
3. Certificate of Fitness for Dry Standpipe Systems (F09)
4. Certificate of Fitness for Standpipe Systems with City Mains (F11)
5. Certificate of Fitness for Sprinkler Systems with City Mains (F17)
6. Certificate of Fitness for Use of LPG in HI-LO (Forklifts) (G22)
7. Certificate of Fitness to Operate Air Compressors (G35)
8. Certificate of Fitness for Handling and Storage of Nonflammable Gas Cylinders (G46)
9. Certificate of Fitness for Torch Use of Flammable Gases for Cutting and Welding (G38)
10. Certificate of Fitness for Storage and Use of Flammable/Combustible Gases (G52)
11. Certificate of Fitness for Storage and Handling of LPG (G44)
12. Certificate of Fitness for Handling Motor Fuel-Gas Station (P15)
13. Certificate of Fitness for Handling Motor Fuel Using Portable Containers (W14)

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this 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, your social security number, and the Selective Certification you are requesting on your correspondence.

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 promotion, 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 Computer-based Testing and Applications Centers.

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

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