



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

<b>REQUIRED FORMS</b>
<b>APPLICATION FORM</b> <b>EDUCATION AND EXPERIENCE TEST PAPER</b> <b>FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)</b>

RUDOLPH W. GIULIANI  
 Mayor

WILLIAM J. DIAMOND  
 Commissioner

## NOTICE OF EXAMINATION

**PLUMBER'S HELPER (CUNY)**  
**Exam. No. 0084**  
**(For The City University of New York Only)**

**WHEN TO APPLY:** From: February 7, 2001      **APPLICATION FEE:** \$50.00  
 To: February 27, 2001      *Payable only by money order to D.C.A.S. (EXAMS*

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, May 19, 2001.**

**WHAT THE JOB INVOLVES:** Plumber's Helpers, under direct supervision, assist plumbers in the installation, maintenance and repair of piping for water, gas, waste, soil and vent lines; and perform related work.

Some of the physical activities performed by Plumber's Helpers and environmental conditions experienced are: working in extreme temperature conditions (hot or cold); climbing ladders and scaffolds; moving heavy valves, piping and fixtures; carrying heavy tool boxes; working in close spaces; using torches; working in the vicinity of bio-hazards; and driving to various locations.

(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 \$49,548 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

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

1. Three (3) years of full-time satisfactory experience as a plumber's helper or apprentice plumber acquired 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 or vocational high school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school.

You may be given the test before we check your qualifications.

**REQUIREMENTS TO BE APPOINTED:**

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates 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 University of New York.

**REQUIRED FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1 and B. 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 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 Fact Sheet included with your application packet. 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:** 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 the test. The multiple-choice test may include questions on materials, piping and fittings; tools and equipment used in plumbing work; making 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 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 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 positions with The City University of New York (CUNY) only. If you would like to apply for Plumber's Helper in City agencies you must submit a separate application and fee for Exam. No. 0062 from February 7, 2001 through February 27, 2001. If you would like to apply for Plumber's Helper in HHC you must submit a separate application and fee for Exam No. 0085 from February 7, 2001 through February 27, 2001.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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

The City University of New York  
An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/  
Americans with Disabilities Act Employer  
Title Code No. 91916; Skilled Craftsman and Operative Service.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas); for CUNY : [cuny.edu](http://cuny.edu)**