



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR PLUMBER (CUNY) Exam. No. 5512

(For The City University of New York Only)

WHEN TO APPLY: From: September 7, 2005 **APPLICATION FEE: \$60.00**
To: September 27, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, February 25, 2006.**

WHAT THE JOB INVOLVES: Supervisor Plumbers, under general direction, supervise, direct and are responsible for the work of plumbers, plumber's helpers and other assigned personnel in altering, repairing, extending and maintaining plumbing, drainage and gas systems; make decisions regarding methods of doing work; prepare work schedules and make work assignments; make inspections of equipment, fixtures and piping systems in order to be able to properly maintain, alter and repair same; prepare job orders and requisitions for tools, materials and equipment; make inspections and check work in progress; keep records and make reports; and perform related work.

Some of the physical activities performed by Supervisor Plumbers and environmental conditions experienced are: working in extreme temperature conditions (hot or cold); climbing ladders and scaffolds; moving heavy valves, piping and fixtures; driving a motor vehicle; carrying heavy tool boxes; working in close spaces; using torches; and working in the vicinity of biohazards.

(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 \$44.66 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of The City University of New York who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Plumber; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

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

You may be given the test before we verify your eligibility. 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.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

REQUIRED FORM:

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with the City University of New York in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: The multiple-choice test may include questions which require the knowledge of any of the following areas: principles of supervision; trade standards and codes; safe working practices; setting priorities; preventative maintenance; record keeping; standards of proper employee ethical conduct; performing job-related calculations; reading plans; materials, tools, and codes; and other related areas.

The test may also include questions which require the use of any of the following abilities: clear expression of ideas in writing and use of good grammatical form; establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources; utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates; establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects; developing the skills and competencies of subordinates through training and development activities related to current and future jobs; action that indicates an awareness of the impact and the implications of decisions on other components of the organization; actions that indicate a consideration for the feelings and needs of others; identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems; developing alternative courses of action and making decisions based on logical assumptions that reflect factual information; readiness to make decisions, render judgments, take action, or commit oneself; and demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the written test.

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 pass the multiple-choice 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your college's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by CUNY employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 is an Equal Opportunity Employer / Affirmative Action / Immigration and Control Act / Americans with Disabilities Act Employer.

Title Code No. 91972

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