



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

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PROMOTION TO CONSTRUCTION LABORER

Exam. No. 7505

WHEN TO APPLY: From: July 5, 2007
To: July 25, 2007

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit
card.

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. All Construction Laborers perform related work.

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 \$34.27 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs, and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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.

DCAS will not accept applications in person from candidates.

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 are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

REQUIREMENT(S) TO BE PROMOTED: At the time of promotion eligibles must have:

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

These requirements may be met at any time during the duration of the list.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must be employed in the eligible

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title as indicated in the above "Eligibility To Take Examination" section at the time of promotion.

REQUIRED FORM(S):

1. **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.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out **Section 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.

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 credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory work experience as a Laborer involved in the maintenance and/or repair of water distribution systems and/or sewer systems, you will receive:

- (A) 10 points for at least three (3) but less than four (4) years of experience; or
- (B) 20 points for at least four (4) but less than five (5) years of experience; or
- (C) 30 points for five (5) or more years of experience.

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you are marked eligible, your name will be placed in final score order on the 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.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, 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. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 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.

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.

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