



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

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

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

INSTRUMENTATION SPECIALIST

Exam No. 0126

WHEN TO APPLY: From: June 2, 2010 **APPLICATION FEE: \$45.00**
 To: June 22, 2010 Payable by mail by money order to D.C.A.S. (EXAMS),
 or payable online by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: At Assignment Level I, Instrumentation Specialists, under general supervision, install and set-up instruments, controls and telemetering equipment and related equipment; make periodic inspections of instrumentation and metering equipment and controls and report unusual malfunctions, perform routine preventive maintenance; dismantle and reassemble equipment for corrective maintenance or for replacement in whole or in part, may work with other personnel to facilitate the repair and replacement of components; operate testing and calibrating equipment such as the following: analog and digital multimeters, frequency meters, signal simulators for resistive temperature devices, millivolt, milliamp, frequency oscilloscope and pressure transmitters, chlorine residual analyzers, pH meters, vehicle exhaust emissions analyzers, and other diagnostic equipment; install, maintain, repair and perform other servicing routines required to assure continuous radio, phone and telemetry system operations; troubleshoot and configure equipment and systems, such as programmable logic controllers, telemetering systems and distributed control systems; troubleshoot and repair meteorological and/or air monitoring stations and their associated telemetering systems; troubleshoot and repair communications systems including, but not limited to telephone systems, public address systems, walkie talkies, repeaters and radio base stations; troubleshoot and repair radio frequency devices used for instrumentation and control; troubleshoot and repair control system equipment such as automatic chemical feed equipment, dissolved oxygen control equipment and automatic flow control devices; troubleshoot and repair fire alarm and security systems; make modifications and improvements in equipment, instrumentation and controls; read and interpret flow and wiring diagrams, plans and specifications, work on energized circuits, operating equipment and/or control systems; prepare instrumentation and control maintenance schedules and spare parts lists; act as liaison with vendors concerning replacement parts and system operation, modification and upgrading; install small piping and tubing where necessary; attend training to keep current with technology and equipment, as required; may oversee and train Instrumentation Specialist Trainees; keep records and maintain logs of work performed against daily, weekly and monthly assignment sheets and complete record of supplies and parts received and/or issued for job assignments; and drive a motor vehicle. All Instrumentation Specialists perform related work.

Special Working Conditions: Instrumentation Specialists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Instrumentation Specialists and environmental conditions experienced are: being around hazardous gases; wearing protective clothing; climbing and descending ladders and stairways; standing for long periods of time; walking to and from repair sites; bending, crouching and kneeling; working on scaffolds; lifting and carrying heavy equipment; working in confined areas; working outdoors in all kinds of weather; working in areas that have high noise levels and may be damp, dark, dusty, dirty and/or acrid; and using equipment for fecal testing.

(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 \$40,770 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Applications 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form 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 form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

- (1) An associate degree in electrical construction and instrumentation, electrical engineering technology, mechanical engineering technology, electromechanical engineering technology, or electronic engineering technology from a college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), **AND** one year of full-time satisfactory experience within the last ten years in the installation, maintenance and repair of electronic instrumentation and control systems, including microprocessors, and electrical and pneumatic instrumentation and control systems; or
- (2) Graduation from a trade, technical or vocational school approved by a State's Department of Education or a recognized accrediting organization with a major course of study in electrical, electronic, electromechanical or mechanical technology **AND** three years of full-time satisfactory experience as described in "1" above; or
- (3) A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **AND** four years of full-time satisfactory experience as described in "1" above.

College education leading to a degree in one of the areas of study described in "1" above may be substituted only in "2" or "3" above for a maximum of three years of experience at the rate of 30 semester credits for one year of full-time satisfactory experience.

Driver License Requirement: By 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.

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 FORMS:

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:** Fill out Sections **A.1, A.2, A.3, A.4, A.6, B, C (if applicable) and D (if applicable)**. 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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**" 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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience 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 experience within the last ten years in the installation, maintenance and repair of electronic instrumentation and control systems, including microprocessors, and electrical and pneumatic instrumentation and control systems, you will receive:

- A. 15 points for at least 1 year of experience, but less than 2 years; or
- B. 30 points for 2 years or more of experience.

You will receive a maximum of one year of experience credit for each year you worked, up to a maximum of two years of experience. 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.

Experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and 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.

ADDITIONAL INFORMATION:

Selective Certification for positions requiring Federal Communications Commission license for radio repairs: If you have a Federal Communications Commission license for radio repairs, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "**Radio**" in Section D on page 4 of the Education and Experience Test Paper. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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.