



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
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

**SEWAGE TREATMENT WORKER
 Exam No. 2310
 THIRD AMENDED NOTICE (SEPTEMBER 7, 2011)**

WHEN TO APPLY: On the date of the test.

APPLICATION FEE: \$85.00

Payable only at a Computerized Testing Center on the day of the test by credit card, bank card, debit card, or money order payable to DCAS (EXAMS). *If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.*

THE TEST DATE: Testing for the title of Sewage Treatment Worker is expected to be held throughout the year depending on the hiring needs of the agency. Testing for Exam No. 2310 will be held from July 2011 through September 2011. Testing during the month of **September** is expected to be held on the following dates and times:

Thursday	September 8, 2011	6:00 PM
Wednesday	September 21, 2011	9:30 AM
Tuesday	September 27, 2011	1:30 PM

You must report to the test session no later than the times listed above for application processing and fingerprinting. If you are late, you may not be admitted to that test session. The test will begin when all candidates who are admitted are processed and fingerprinted.

DCAS COMPUTERIZED TESTING CENTERS: This exam will be administered at both the Manhattan and the Brooklyn DCAS Computerized Testing Centers:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Seating is limited. Once the Computerized Testing Centers are filled to capacity for a session, no more candidates will be admitted. You are encouraged to come earlier in the month to take the test since there is generally more seating available at these times.

You may take Exam No. 2310 at either location, but you may only take the test once. If you take Exam No. 2310 more than once, only your first test will be rated and your additional filing fee will not be refunded.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your score may be nullified and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computerized Testing Center while you are taking the test.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

Test dates and times are subject to change.

The Notice of Examination is amended to extend filing and testing, which began on July 7, 2011, through the month of September 2011 and to announce the close of filing and testing on September 27, 2011.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Sewage Treatment Workers under general supervision, monitor plant operation and perform all necessary watch duties including maintenance of plant equipment. They operate, maintain and repair machinery, equipment, and structures in wastewater treatment plants, clean water storage and processing facilities, pumping stations, intercepting sewers, sludge treatment and disposal facilities, and associated equipment and facilities; operate, maintain, monitor and repair equipment such as regulators, diversion chambers, tide gates, pumps, sludge collecting treatment and disposal equipment, blowers, compressors, motors, air filters, oil purifying equipment, chlorination equipment, centrifuges, heat exchanger equipment, boilers, valves, pipes and meters; take sample and perform test relating to sewage composition and clean water quality; participate in the operation and monitoring of chemical bulk storage tanks, such as making periodic inspections and tests as required, reporting tank levels, monitoring leakage warning systems and deployment of spill containment devices; read meters, gauges and charts and record the readings; keep operating logs and other records; prepare reports and requisitions; perform confined space entry duties, such as entering confined spaces, serving as confined space entry attendant, taking and monitoring gas readings, and all other necessary tasks as required by legal regulations; clean and maintain structures, equipment and grounds; load sludge vessels and barges; operate vehicles and radio telephones; clean, wash, and perform minor maintenance on vehicles; perform rigging and hoisting; handle grit, screenings, grease, and sludge; operate welding and burning equipment; operate and maintain power tools; participate in training for Vactor Truck operations; and drive and operate Vactor trucks. All Sewage Treatment Workers perform related work.

Some of the physical activities performed by Sewage Treatment Workers and environmental conditions experienced are: climbing and descending ladders and stairways; standing for long periods of time; walking to and from repair sites; bending, crouching and kneeling; erecting and 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; operating, burning and welding equipment; using a respirator; using equipment for fecal testing; and operating and maintaining color coded equipment.

Special Working Conditions: Sewage Treatment Workers 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 \$34.97 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: You will receive an exam application and filing instructions for Exam No. 2310 when you arrive at a DCAS Computerized Testing Center. If you pay by credit card, bank card or debit card, you will receive a \$5.00 discount.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Form: This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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 **October 31, 2011** you must have:

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** three years of full-time satisfactory experience acquired within the last ten years in any one or a combination of the following: industrial construction activities; the repair or installation of commercial, industrial, or large residential machinery, piping, or electrical equipment; the operation of machine tools; the repair and overhaul of engines; residential or industrial plumbing; or the operation or repair of wastewater treatment plants or associated facilities (Note: handyman and janitorial experience is not acceptable); or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** at least one and one-half years of full-time satisfactory experience acquired within the last five years as described in "1" above, plus sufficient relevant education acquired in an approved trade, technical or vocational school to make the equivalent of three years of acceptable experience. Education can be substituted for experience on the basis of one year of education at an approved trade, technical or vocational school for six months of acceptable experience; or
3. An associate degree or higher degree with a major in Environmental Health, Environmental Technology, Electrical Technology, Mechanical Technology, Chemical Technology, or a related field from an accredited 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 the experience described in "1" above acquired within the last five years.

You will be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded.

Commercial Driver License Requirement: At the time of appointment you must possess a New York State Class A or Class B Commercial Driver License ("CDL") or a valid CDL Learner's Permit. Appointees hired with a Learner's Permit must obtain the Class A or Class B CDL within six months of appointment. The CDL must be maintained for the duration of employment in this title.

Certificate Requirements: Within three months of appointment you must obtain all of the following Certificates of Fitness issued by the NYC Fire Department. These certificates must be maintained for the duration of employment:

1. **(C98)** Storage and Use of Flammable and/or Combustible Liquids
2. **(E21)** Using Powder (Ammunition) Activated Tools
3. **(F93)** Fire Guard for Field Construction Sites and Torch Operations
4. **(G22)** Use of LPG in Hi-Lo (Forklifts)
5. **(G44)** Storage and Handling of LPG
6. **(G46)** Handling and Storage of Non-flammable Compressed Gases
7. **(G95)** Torch Use of Flammable Gases with Cutting and Welding
8. **(G98)** Storage and Use of Flammable Compressible Gases
9. **(W14)** Handling of Motor Fuel Portable Containers.
10. **(C-91)** Handling of Hazardous Materials.

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. **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 at a computer terminal. 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 basic principles of the operation, maintenance, installation and repair of mechanical equipment such as pumps, valves, hydraulic equipment, conveyors, heat exchangers, compressors, and heating, ventilation and air conditioning equipment; basic principles of pipefitting, burning and welding, carpentry, masonry, painting, hoisting and rigging, locksmithing and roofing; maintenance and safe operation of power and hand tools and general safety; understanding of written instructions and drawings; arithmetic; and other related areas.

THE TEST RESULTS: If you pass the multiple-choice 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 Class A Commercial Drivers License with Tanker Endorsement "N": If you have a New York State Class A Commercial Drivers License with Tanker Endorsement "N", 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 are appointed through Selective Certification, you must maintain this license, with endorsement for the duration of your employment in this title. Follow the instructions given to you on the day of the test to indicate your interest in Selective Certification. 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 the 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, you must notify the Examining Service Section at (212) 669-7280 from 10:00 AM to 2:00 PM (New York time) at least ten business days before the date of the test. If your request is not received at least ten business days before the date you would like to take the test, you may be rescheduled for a session convenient to you provided there are more available sessions during the filing period. If there are no more sessions available, you will not have any further opportunities to apply for this exam.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90739; Skilled Craftsman and Operative Service.

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