NOTICE OF EXAMINATION

EXTERMINATOR
Exam No. 7047

WHEN TO APPLY: From: May 1, 2017 APPLICATION FEE: $47.00
To: May 31, 2017

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Exterminators, under general supervision, perform work in the prevention, control, and elimination of insects, vermin and other pests from buildings and surrounding areas including parks; inspect areas of infestation; use the most effective insecticides, rodenticides, baits, traps, etc., for exterminating pests as required, including records of equipment usage, work schedules, and exterminating operations performed; and may drive a motor vehicle. All Exterminators perform related work.

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

Some of the physical activities performed by Exterminators and environmental conditions experienced are: walking to and from inspection sites during inspections, standing for an extended period of time, bending and stooping during inspections, working in confined areas, using bait and traps, and preparing insecticides and rodenticides for exterminating pests.

(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 $30,752 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally 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 you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://a856-eeexams.nyc.gov/OLEAN/oasys/FAQFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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

**Brooklyn**
210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, May 27, 2017 and Monday, May 29, 2017.

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (May 21, 2017). If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

**Special Circumstances Guide**: This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY**: This is an Online Education and Experience Test. Your certification and experience will be evaluated online and you will receive immediate tentative results. 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.

**Certification Requirement**: By the last day of the Application Period you must have:

A valid certificate as a **Certified Commercial Pesticide Applicator** for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation.

The certificate requirement must be met by the last day of the Application Period (May 31, 2017). This certification must be maintained for the duration of 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 INFORMATION**:

**Affirmation Form**: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form within two weeks after the end of the application period, your application will not be considered complete, and your name will not appear on the eligible list for the examination.

**THE TEST**: Your score will be determined by an online certification and experience test. You will receive a score of 70 points for meeting the certification requirement listed above. After this requirement is met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience performing the preparation, testing and application of pesticides after having obtained a valid certificate as a **Certified Commercial Pesticide Applicator** for Industrial, Institutional, Structural and Rodent Control (7A) for: You will receive:

<table>
<thead>
<tr>
<th>Experience Duration</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least 1 year but less than 3 years</td>
<td>15 points</td>
</tr>
<tr>
<td>3 or more years</td>
<td>30 points</td>
</tr>
</tbody>
</table>

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 must be obtained by May 31, 2017.**

In order to receive additional credit up to a maximum of 100 points for satisfactory experience performing exterminator work, for each employment you must have performed at least (8) of the tasks listed in the following Exterminator Task Inventory.

**Exterminator Task Inventory**

0100.0000 Full-time satisfactory experience in the preparation, testing, and application of pesticides after having obtained a valid certificate as a **Certified Commercial Pesticide Applicator** for Industrial, Institutional, Structural and Rodent Control (7A). (14 Tasks)
Stores, transports, and uses pesticides, chemicals and baits in accordance with label direction; posts warning signs in public areas such as yards, and lots where pesticides and/or rodenticide bait has been applied. Selects the appropriate pesticide method of application (i.e. direct burrow baiting, bait station installation, chemical sprayer, etc.) and applies it in a strategic location out of the reach of children or pets.

Mixes chemicals when necessary in a well-ventilated area while wearing a mask, gloves, apron, face shield, goggles and other required protective clothing.

Uses all safety equipment as required to assist in extermination duties such as goggles, respirators, flashlights, reflective vests, traffic cones, etc. Maintains required work uniform in a clean and appropriate fashion if issued.

Reports hazardous conditions to Supervisor where extermination activities require postponement and/or remedies, which may be undertaken to allow treatment.

Identifies and closes up burrows in interior and exterior areas where pesticides have been placed.

Treats infested areas for various pests using hand held and other pesticide-dispensing equipment.

Handles and responds to pest complaints and inquiries; routinely visits sites such as schools, apartments, buildings, modular jail cells, parks, catch basins, and street areas for extermination maintenance.

Inspects private dwellings, apartments, basements, classrooms, hallways, public areas, yards, pantries, cells, offices, corridors, work areas and other locations for evidence of rodent or insect infestation, and determines the proper pest control measures required.

Maintains a work log and submits work orders to Supervisors including location, time, and type of work completed and other information as required by the New York State Department of Environmental Conservation.

Prepares and completes productivity reports showing the number of completed and uncompleted exterminations performed, no access and refusals where superintendents, property agents and/or home owners will not give the Exterminator access. Enters work activities on a hand-held computer and uploads such work daily via Wi-Fi or LAN internet connection.

Reads and understands pesticide and/or chemical product labels for mixing instructions; prepares pesticides according to label directions.

Checks in with Supervisor upon arrival to site; checks schedule for daily work location assignments.

Informs Supervisor and/or orders the required chemicals, materials, and equipment when needed; cleans and maintains equipment.

 Responds promptly to extermination emergencies; explains measures to be taken, results to expect and/or hazards to avoid, following pest control treatment.

You must include all your relevant certification and experience on your Online Education and Experience Test. You will have until midnight Eastern time on the last day of the Application Period (May 31, 2017) to submit your Online Education and Experience Test; however, once you submit your Online Education and Experience Test, you will not be permitted to submit new or additional information about your certifications and/or experience online. You will not receive credit for certifications or experience which you obtain after the end of the Application Period.

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of the establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for appointment to positions which require the special requirements described below through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification.
Selective Certification for Driver License: If you have a motor vehicle driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your motor vehicle driver license will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.

Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator For Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation: If you have certification as a Certified Commercial Pesticide Applicator For Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply for this Selective Certification, click the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your certification will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, this certification must be maintained for the duration of your employment.

Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Public Health (8) issued by the New York State Department of Environmental Conservation: If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Public Health (8) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply for this Selective Certification, click the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your certification will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, this certification must be maintained for the duration of your employment.

Selective Certification for the Department of Education which requires both Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation, and a Driver License: If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation and a motor vehicle driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license and certification through a process called Selective Certification. If you wish to apply for this Selective Certification, click the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your certification and motor vehicle driver license will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, this certification must be maintained for the duration of your employment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: 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. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 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.

This examination is for all City Agencies and not for the New York City Housing Authority (NYCHA).

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form and payment of fee
- Licenses, Certificates, and/or Registrations
- Employment/Work Experience
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.
1. **Prior to Applying for the Examination:** This examination requires all candidates to meet the Certification Requirement listed in the How to Qualify section beginning on page 2 of this Notice of Examination (NOE). All candidates must meet the following:

   You must have Certification as a Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation in order to qualify for this examination. If you do not meet the certification requirement, you will be found Not Qualified and your application fee will not be returned.

2. **Completing the Application:** You must complete the application and examination by midnight, Eastern time, of the last day of the application period. Your application is not complete until you pay the Application Fee. If you do not complete your application, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the Online Education and Experience Test, where you may save your Certification, and, if applicable, Selective Certification(s).

3. **Completing the Employment/Work Experience section:** For each job you list you must fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

   - 35 hours per week or more = 100%
   - 34 hours per week or less will be pro-rated as a percentage of a 35 hour work week

   For each job you must select the tasks you performed from the tasks listed in the drop-down menu.

4. **Completing the Licenses, Certificates, and/or Registrations section:** From the drop-down menu under the Licenses, Certificates, and/or Registrations section, select the appropriate license, certificate, or registration. On the line labeled Original Date of Issue you must enter the date that your Certification as a Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) was originally issued, not the date you last renewed your certification nor the expiration date. You must also list the expiration date of your Certification as a Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A). This expiration date must be at least through the last day of the Application period (May 31, 2017) or later. Only experience gained after the original date of issue of your certification will be used to compute additional credit. Since the date of issue of your certification predates the renewal date of your certification, you would be potentially lowering your score if you entered the renewal or expiration date of your certification when asked to enter the original date of issuance of your certification.

5. **Completing the Selective Certification section:** This section is optional and will not affect your score.