



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

REQUIRED INFORMATION

APPLICATION
FOREIGN EDUCATION
EVALUATION GUIDE

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

NOTICE
OF
EXAMINATION

SEWAGE TREATMENT WORKER

Exam Nos. 8313 and 8327

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

WHEN TO APPLY:

APPLICATION FEE: \$91.00

| Exam No. | Application and Scheduling Period |
|----------|--------------------------------------|
| 8313 | October 26, 2017 - December 30, 2017 |
| 8327 | January 26, 2018 - May 1, 2018 |

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.

THE TEST SCHEDULE: Testing for the title of Sewage Treatment Worker is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from November 2017 - May 2018:

| Exam No. | Testing Period |
|----------|--------------------------------------|
| 8313 | November 1, 2017 - December 30, 2017 |
| 8327 | February 1, 2018 - May 31, 2018 |

Monthly Schedule: A monthly schedule of the days and times to apply, schedule and test will be available within the week prior to the 1st day of each month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months, the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

| Manhattan | Brooklyn | Queens |
|--|---|--|
| 2 Lafayette Street 17 th Floor New York, NY 10007 | 210 Joralemon Street 4 th Floor Brooklyn, NY 11201 | 118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375 |

You may take the Sewage Treatment Worker test at any Computer-based Testing & Application Center, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional filing fee will not be refunded.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, 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 Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, IDNYC or Student ID with photo.

Leaving: 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Sewage Treatment Workers under general supervision, monitor plant operations 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 related 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 samples and perform tests 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.

Special Working Conditions: Sewage Treatment Workers will be required to work shifts including nights, Saturdays, Sundays, and holidays.

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.

(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 \$41.76 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: You may apply and schedule a reservation for a test date if you believe you meet the requirements in the "How to Qualify" section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at www.nyc.gov/examsforjobs. In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you **may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account.**

Follow the onscreen application instructions for making a reservation and 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. 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/OLEE/oasys/FAQFeeWaiver.aspx>.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS' Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

| <u>Manhattan</u> | <u>Brooklyn</u> | <u>Queens</u> |
|--|---|--|
| 2 Lafayette Street 17 th Floor New York, NY 10007 | 210 Joralemon Street 4 th Floor Brooklyn, NY 11201 | 118-35 Queens Boulevard 5 th Floor Forest Hills, NY 11375 |

For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

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 "Thank you for calling" 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 Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

If you plan to request special testing accommodations due to disability you can not use the self-scheduling software. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

HOW TO QUALIFY: 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.

Education and Experience Requirements:

For Exam No. 8313: you must meet the education requirements by January 31, 2018 and the experience requirement by December 30, 2017

For Exam No. 8327: you must meet the education requirements by June 30, 2018 and the experience requirement by May 31, 2018.

By the dates listed above, you must have:

1. A four-year high school diploma or its educational equivalent **and** three years of full-time satisfactory experience 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 **and** at least one and one-half years of full-time satisfactory experience as described in "1" above, plus sufficient relevant education acquired in an approved trade, technical or vocational high 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 high 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, **and** one year of the experience described in "1" above.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The trade or technical school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination.

Commercial Driver License Requirement: At the time of appointment you must possess a New York State issued 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.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed you will be subject to random drug and alcohol testing for the duration of your employment.

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. **(C92)** Storage and Use of Flammable and/or Combustible Liquids
2. **(F60)** Fire Guard for Torch Operations and Construction Site
3. **(G22)** Use of Liquefied Petroleum Gas or Compressed Natural Gas
4. **(G44)** Storage and Handling of Liquefied Petroleum Gas or Compressed Natural Gas
5. **(G46)** Storage, Handling, Use and Refilling of Non-Flammable Gas Cylinders
6. **(G60)** Torch Use of Flammable Gas
7. **(G98)** Handling, Use and Storage of Flammable Compressed Gases
8. **(S94)** Handling and Dispensing Flammable or Combustible Liquids

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:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

2. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 is designed to assess the extent to which candidates have certain knowledge, skills, and abilities determined to be important to the performance of the tasks of a Sewage Treatment Worker.

Written Test Description: 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 may also include questions requiring the use of any of the following abilities:

Deductive Reasoning: the ability to apply general rules to specific problems to come up with logical answers. For example, a Sewage Treatment Worker might need this ability to accurately determine testing times and methods.

Inductive Reasoning: the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. For example, Sewage Treatment Workers may need this ability to determine a description of a work site in order to relay information to other workers.

Information Ordering: the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. For example, Sewage Treatment Workers may need this ability to take samples and perform tests relating to water quality.

Mathematical Reasoning: the ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. For example, Sewage Treatment Workers may need this ability to read meters, gauges and charts.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. For example, Sewage Treatment Workers may need this ability to add chemicals, such as ammonia, chlorine, or lime, to disinfect and deodorize water and other liquids.

Problem Sensitivity: the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. For example, Sewage Treatment Workers may need this ability to operate and adjust controls on equipment to process or dispose of sewage and generate power.

Spatial Orientation: the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. For example, Sewage Treatment Workers may need this ability when inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Visualization: the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects or pattern will appear after the changes have been carried out. For example, Sewage Treatment Workers may need this ability to inspect equipment or monitor operating conditions, meters, and gauges to determine load requirements and detect malfunctions.

Written Expression: the ability to use English words or sentences in writing so that others will understand. For example, Sewage Treatment Workers will need keep operating logs and other records and prepare reports and requisitions.

Written Comprehension: the ability to understand written sentences and paragraphs. For example, Sewage Treatment Workers may need to read and utilize reports submitted to them by other city agencies.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

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.

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 for Class A Commercial Driver License with Tanker Endorsement “N”: If you have a Class A Commercial Driver License with Tanker Endorsement “N” issued by New York State, 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 - Exam Development Group, 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, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to Administration, Customer and Exam Support by e-mail at testingaccommodations@dcas.nyc.gov or by fax at (212)313-3241. Please refer to the **Special Circumstances Guide** at http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf/misc/pdf_c_special_circumstances_guide.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

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