



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

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**INSPECTOR (ELECTRICAL)**

**Exam. No. 5002**

<b>WHEN TO APPLY:</b> From: April 6, 2005 To: April 26, 2005	<b>APPLICATION FEE: \$40.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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**WHAT THE JOB INVOLVES:** Inspectors (Electrical), under general supervision, perform technical work in the inspection of electrical installations, repairs or alterations to ensure conformance to code, standards, plans or specifications. All Inspectors (Electrical) perform related work.

Some of the physical activities performed by Inspectors (Electrical) and environmental conditions experienced are: driving vehicles to and from inspection sites; walking to and from inspection sites and during inspections; climbing and descending ladders and stairs to get to areas which must be inspected; standing for extended periods of time; maintain balance while walking over narrow walkways or areas that are elevated; climbing around and over various objects; working in areas that may be damp, dusty, dark, smoky or acrid.

(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 \$35,599 per annum. However, for candidates who work 40 hours per week for the Department of Buildings, the current minimum salary is \$41,063 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, 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 **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

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

1. Five years of full-time satisfactory experience acquired within the last 15 years as an electrician or inspector of electrical installations, light, heat, and/or power distribution, fire alarm detection or communication systems; or
2. Three years of full-time satisfactory experience as described in "1" above, plus either 60 semester credits from an accredited college with a minimum of 12 credits in electrical related courses or two years of full-time training in an acceptable electrical program in an accredited technical school; or
3. A license as a professional engineer or architect valid in the State of New York; or
4. A satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. Education may be substituted for experience on the basis that six months of full-time training in an electrical program in an accredited technical school or 15 semester credits in an accredited college is equivalent to six months of the experience described in "1" above. To be credited, college education must include at least 12 semester credits in electrical related courses. However, all candidates must have a minimum of three years of experience as described in "1" above.

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 your test paper(s) will not be rated.

**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.

**Medical Requirement:** Medical guidelines have been established for the position of Inspector (Electrical). Candidates will be examined to determine whether they can perform the essential functions of the position of Inspector (Electrical). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or to perform the essential functions of the job.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency:** City residency is not required for this position, unless you accept an appointment after selective certification for Special Patrolman (see below).

**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 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.3, and 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.
3. **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 "course-by-course" 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:

For full-time satisfactory experience within the last fifteen years as an electrician or inspector of electrical installations, light, heat and/or power distribution, fire alarm detection or communication systems, you will receive:

- (A) 15 points for at least one year but less than two years of experience; and
- (B) 30 points for two 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 pass the education and experience test, your name will be placed in 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 Special Patrolman Requirement:** If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- must be twenty one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offence against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed through Selective Certification will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you are appointed through Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment in that position.

Follow the instructions in **Section D** on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. You may request to participate in this Selective Certification at any time during the life of the list. If you request to participate at **some future date**, please submit documentation by mail to: DCAS Bureau of Examinations – GEEG, 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:** 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.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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**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.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31623; Building & Construction Inspection Occupational Group

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