



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

REQUIRED INFORMATION

APPLICATION

EDUCATION AND
 EXPERIENCE TEST

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

**NOTICE
 OF
 EXAMINATION**

PROMOTION TO SUPERVISOR (WATERSHED MAINTENANCE)

**Exam No. 7506
 AMENDED NOTICE - September 28, 2016**

WHEN TO APPLY: From: September 7, 2016

APPLICATION FEE: \$68.00

To: October 7, 2016

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 Notice of Examination is amended to extend the end of the application period from September 27, 2016 to October 7, 2016. Candidates who applied previously need not apply again.

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

Candidates who applied for Promotion to Supervisor (Watershed Maintenance), Exam No. 6516, which was cancelled, should follow instructions on "Next Steps" in the letter that was sent to them by DCAS.

WHAT THE JOB INVOLVES: This is a supervisory class of positions overseeing staff involved in the operation, maintenance, repair and inspection of facilities, roads, bridges, equipment and lands in the watershed areas including reservoirs, aqueducts, groundwater, water and waste water treatment and related systems of the City of New York. Supervisors (Watershed Maintenance) ensure compliance with applicable federal, state, local and Agency environmental health and safety laws, policies and procedures. All supervisors utilize computerized, electronic and mechanical equipment and operate a motor vehicle to travel between work locations. All personnel perform related work and may perform the duties of subordinates.

At Assignment Level I: Supervisors (Watershed Maintenance), under general supervision, supervise one or more crews of Watershed Maintainers and other subordinate personnel operating, maintaining, repairing, and inspecting facilities, equipment, roads, bridges, infrastructure and lands in watershed areas and reservoirs, aqueducts, groundwater systems and related systems of the City of New York, and report work that has been completed. Supervisors (Watershed Maintenance) at Assignment Level I may serve as an active member of the Risk Management Program (RMP) Committee, providing technical and operational input; may serve as the confined space entry supervisor; may serve as the designated operator of public water supply systems serving agency facilities; may perform the duties of Supervisor (Watershed Maintenance) Assignment Level II in that person's temporary absence.

Special Working Conditions: Supervisors (Watershed Maintenance) may 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 \$57,074 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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/OLEE/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.

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

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 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Environmental Protection who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Watershed Maintainer, Laborer, or Construction Laborer, **or** holds a non-competitive appointment for the title of Watershed Maintainer, Laborer, or Construction Laborer; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

Admission of employees in non-competitive service is on a collateral basis pursuant to Section 52 (14) of the Civil Service Law.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in one of the eligible titles as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: By the time you are promoted 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. For promotion to certain positions, a Class A Commercial Driver's License valid in the State of New York may be required. If required, this license must be maintained for the duration of employment.

Drug Screening Requirement: You must pass a drug screening in order to be promoted to positions that require a Class A Commercial Driver's License.

Respirator Equipment Requirement: For certain positions, you may be required to wear a respirator while performing the essential functions of Supervisor (Watershed Maintenance). Employees in those positions must be able to wear a respirator and must not have any condition which would prevent a good face seal when wearing a respirator. OSHA regulations have established medical guidelines for wearing a respirator. Therefore, employees in positions requiring the wearing of a respirator will be required to have periodic post-promotion medical examinations to demonstrate that they meet applicable OSHA standards and to monitor their medical status. Once promoted, employees must continue to satisfy OSHA regulations for the duration of their employment.

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. Education and Experience Test:** Fill out **Section B and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed above in the "Eligibility To Take Examination" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as a permanent (not provisional) Watershed Maintainer in the operation, maintenance, repair and inspection of watershed areas and facilities and related water and waste water treatment systems of the City of New York for:

You will receive:

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
At least 5 years or more	30 points

If you have satisfactory full-time experience as a permanent (not provisional) Laborer or Construction Laborer in the operation, maintenance, repair and inspection of watershed areas and facilities and related water and waste water treatment systems of the City of New York for:

You will receive:

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
At least 5 years or more	15 points

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.

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period.

Experience must be obtained by **the last day of the Application Period.**

THE TEST RESULTS: If you pass the education and experience test and are marked eligible, 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 promotion 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 promotion, 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 Certification: If you possess one or more of the certifications listed below, you may be considered for promotion to positions requiring a certification through a process called Selective Certification. You may be given preferred consideration for positions requiring this certification. **Your certification will be checked by the Department of Environmental Protection at the time of promotion.**

- 1. Grade IA Water Treatment Operator's Certificate:** If you have a valid Grade IA Water Treatment Operator's Certificate issued by the New York State Department of Health, enter "**GIA**" in **Section D** of the Education and Experience Test. If you are promoted through Selective Certification, you **must** maintain your Grade IA Water Treatment Operator's Certificate for the duration of your employment.
- 2. Grade IIA Water Treatment Operator's Certificate:** If you have a valid Grade IIA Water Treatment Operator's Certificate issued by the New York State Department of Health, enter "**G2A**" in **Section D** of the Education and Experience Test. If you are promoted through Selective Certification, you **must** maintain your maintain your Grade IIA Water Treatment Operator's Certificate for the duration of your employment.
- 3. Grade IB Water Treatment Operator's Certificate:** If you have a valid Grade IB Water Treatment Operator's Certificate issued by the New York State Department of Health, enter "**GIB**" in **Section D** of the Education and Experience Test. If you are promoted through Selective Certification, you **must** maintain your maintain your Grade IB Water Treatment Operator's Certificate for the duration of your employment.

4. **Grade IIB Water Treatment Operator's Certificate:** If you have a valid Grade IIB Water Treatment Operator's Certificate issued by the New York State Department of Health, enter "**GII**" in **Section D** of the Education and Experience Test. If you are promoted through Selective Certification, you **must** maintain your maintain your Grade IIB Water Treatment Operator's Certificate 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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, 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. 91314; The Construction and Maintenance Supervisory Service

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