



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

INSPECTOR (HOISTS AND RIGGING)
Exam No. 4055

WHEN TO APPLY: From: April 3, 2024

APPLICATION FEE: \$68.00

To: April 23, 2024

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Inspectors (Hoists and Rigging) under general supervision, perform technical work in the inspection of the condition and safety of cranes, machinery, and equipment used in hoisting and rigging for conformance to codes, rules, laws, plans or specifications. They inspect and may test slings, ropes, cables, blocks, poles, derricks, outriggers, cableways, cranes, lifting devices and other associated appurtenances for safety conditions; inspect hoist machines and all related hoisting equipment for conformance to codes, rules, laws, plans or specifications and safety of operation; respond to, report and investigate accidents, incidents and complaints; issue violations, summonses, and stop-work orders; verify licenses of onsite workers, including licensed riggers and hoisting machine operators; patrol district to observe hoisting and rigging operations; testify as needed, study technical drawings of cranes, machinery and equipment used in hoisting and rigging to obtain details for inspections; maintain records and make reports; may train, assign, supervise, review and evaluate work of subordinates; may assist supervisor; and may operate a motor vehicle in the performance of assigned duties. All Inspectors (Hoists and Rigging) perform related work.

Special Working Conditions:

Inspectors (Hoists and Rigging) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Inspectors (Hoists and Rigging) and environmental conditions experienced are: Walking to and from inspection sites, and during the course of inspections, climbing and descending ladders and stairs to get to areas of inspection; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 \$60,285 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 QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score.

You will not receive credit for education which you obtain after June 30, 2024, or an apprenticeship you complete or licenses that you obtain after April 30, 2024, or experience which you obtain after the end of the Application Period (April 23, 2024).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience in one or a combination of the following: as a rigger handling gear and equipment in the hoisting and rigging business; as an inspector of hoists and rigging; as a licensed crane operator; as a crane mechanic; or as an engineer in the design of plans and specifications for cranes, engineering investigations of crane incidents, and/or field assessments of stability and safety of cranes; **or**
2. Three years of experience as described in "1" above and sixty (60) semester credits towards a degree in civil or mechanical engineering from an accredited college or university; **or**

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3. Completion of an apprentice program, a minimum of three years in length, in the hoists and rigging trade or hoists and rigging inspection and one of the following:
 - a. Two years of experience as described in "1" above; **or**
 - b. 60 semester credits as described in "2" above; **or**
4. A license as a professional engineer issued pursuant to the New York State Education Law; **or**
5. Education and/or experience which is equivalent to "1," "2," or "3" above

The education requirement must be met by June 30, 2024. The apprenticeship and license requirement must be met by April 30, 2024 and the experience requirements must be met by the last day of the Application Period (April 23, 2024).

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2024, or an apprenticeship you complete or licenses that you obtain after April 30, 2024, or experience which you obtain after the end of the Application Period (April 23, 2024).

Driver License Requirement: At the time of appointment to this position, a motor vehicle driver license valid in the State of New York may be required for certain assignments. If you have moving violations, license suspension or an accident record, you may be disqualified. If required, this license must be maintained for the duration of your employment.

Special Patrolman Status:

For certain assignments, you may have to qualify for appointment as Special Patrolman. If required, this status must be maintained for the duration of the assignment.

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

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. 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 https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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."

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 Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 day of the Application Period (April 23, 2024).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have additional satisfactory full-time experience in one or a combination of the following: as a rigger handling gear and equipment in the hoisting and rigging business; as an inspector of hoists and rigging; as a licensed crane operator; or as a crane mechanic for:	You will receive up to:
At least 1 year but less than 2 years and 6 months	2 points
At least 2 years and 6 months but less than 4 years	4 points
At least 4 years but less than 5 years and 6 months	6 points
At least 5 years and 6 months but less than 7 years	8 points
At least 7 years but less than 8 years and 6 months	10 points
At least 8 years and 6 months but less than 10 years	12 points
At least 10 years but less than 11 years and 6 months	14 points
At least 11 years and 6 months but less than 13 years	16 points
At least 13 years but less than 15 years	18 points
15 or more years	20 points

If you have a Bachelor's degree completed at an accredited college or university in:	You will receive:
Civil Engineering or Mechanical Engineering	5 points
If you have obtained any of the certificates listed below or have completed any of the courses listed below:	You will receive:
30-Hour OSHA Certification (for construction and general industry)	1 point
Site Safety Manager Certification (NYC Department of Buildings)	1 point
16-Hour Rigging Worker course (NYC Department of Buildings)	1 point
32-Hour Rigging Supervisor course (NYC Department of Buildings)	2 points
Climber/Tower Crane Rigger Certification(NYC Department of Buildings)	2 points
National Commission for the Certification of Crane Operators (NCCCO) for Rigger Level I	2 points
National Commission for the Certification of Crane Operators (NCCCO) for Rigger Level II	2 points
National Commission for the Certification of Crane Operators (NCCCO) for Signalperson	2 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2024, and certifications/training or experience which you obtain after the end of the Application Period (April 23, 2024).

You have until midnight Eastern time on the last day of the Application Period (April 23, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (April 23, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Education must be obtained by June 30, 2024 and certifications/training or experience must be obtained by the last day of the Application Period (April 23, 2024).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number, and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for Special Patrolman (SPP):

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:

- be twenty-one years of age or older,
- be a citizen of the United States,
- be a resident of New York City,
- have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment. An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment,
- 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.

If you qualify for Selective Certification, you may be given preferred consideration for positions requiring the above qualifications. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System(OASys). **Your qualifications will be checked by the appointing agency at the time of appointment.**

The above Selective Certification requirement 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 email to LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and the selective certification you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the

email addresses you provided are correct and/or updated.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31627; Building and Construction Inspection Occupational Group.

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