



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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**INSPECTOR (BOILERS)  
Exam. No. 3024**

<b>WHEN TO APPLY:</b> From: December 3, 2003 To: December 23, 2003	<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 (Boilers), under general supervision, perform technical work in inspecting the condition, design, operation and installation of steam boilers and other pressure vessels for conformity with pertinent laws and regulations, and to insure safe operation; perform related work.

Some of the physical activities performed by Inspector (Boilers) and environmental conditions experienced are: walking to and from inspections sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; bending and stooping during inspections; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather; may drive vehicle to and from inspection site.

(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 \$38,483 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:**

**License Requirements:** By the **last day of the Application Period** you must have:

- (1) A valid High Pressure Boiler Operating Engineer's License issued by the New York City Department of Buildings which must be maintained for the duration of your employment; or
- (2) A valid Certificate of Competency for Boiler Inspector issued by the New York State Department of Labor which must be maintained for the duration of your employment.

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

**Residency:** City residency is not required for this position, unless the candidate accepts an appointment through 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 B, C, and D (optional). 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**THE TEST:** Your score will be determined by the education and experience test. You will receive a score of 70 points for meeting the license 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 experience inspecting, testing, designing, and/or in the operation, maintenance or repair of steam boilers and other pressure vessels, you will receive an additional:

- (A) 15 points for at least one year but less than three years of experience; or
- (B) 30 points for three 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.

Education and experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the license 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:** You may be considered for appointment to positions which require that you satisfy 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.

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, or expect to have one by the time of appointment, and wish to be considered for Selective Certification, state "Driver License" in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examination - GEEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, and your social security number on your correspondence.

**Selective Certification for Special Patrolman:** If you are twenty-one years old at the time of appointment, a citizen of the United States, a resident of New York City, of good character, have no felony convictions and successfully pass a background examination by the New York City Police Department and wish to be considered for Selective Certification, state "Special Patrolman" in Section D on page 4 of the Education and Experience Test Paper. If you are appointed through this Selective Certification, you must maintain your Special Patrolman status for the duration of your employment. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examination - GEEG, 1 Centre Street, 14<sup>th</sup> 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, 14<sup>th</sup> 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.

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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. 31620; Building and Construction Inspection Occupational Group.

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