



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

REQUIRED FORMS
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 (HOISTS AND RIGGING) Exam No. 8091

WHEN TO APPLY: From: June 3, 2009
To: June 23, 2009

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, October 17, 2009.**

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 to ensure compliance with pertinent laws, rules and regulations. 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 code compliance, conformity with approved plans and safe operations; issue violations, stop work orders, corrective orders, and summonses; assist in the preparation of complaints and appear in court as a witness; verify licenses of onsite workers including licensed riggers and crane operators; investigate, respond to and report accidents, incidents and /or complaints; patrol district to observe hoisting and rigging operations; prepare activities and inspection reports; may train and supervise Apprentice Inspectors (Hoists and Rigging) and Inspectors (Hoists and Rigging); and operate a motor vehicle in the performance of assigned duties. All personnel perform related work.

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.

Special Working Conditions: Inspectors (Hoists and Rigging) 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 \$45,162 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, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

- 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; or as a crane mechanic; or

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2. At least three years of experience as described in "1" above and a combination of the following, sufficient to equal a total of five years of acceptable experience:
 - (a) Education leading to a baccalaureate degree in Civil Engineering or Mechanical Engineering from an accredited college or university, 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), which will be credited on the basis of one year of acceptable experience for each 30 semester credits of this education.
 - (b) Apprenticeship in the hoisting and rigging trade, which will be credited on the basis of six months of acceptable experience for each year of this apprenticeship experience.

You may be given the test before we review your qualifications. 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 you will not receive a score.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment 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 or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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 the City of New York.

REQUIRED FORMS:

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:** Fill out **Sections A.1, A.3, A.4, B and C**. 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. 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 areas to be determined.

THE TEST RESULTS: If you meet the education and experience requirements and 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.

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. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such 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 documentation by mail to: DCAS Bureau of Examinations - TELEG, 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 ARRANGEMENTS:

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) **online**, follow the onscreen instructions, or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor NY, NY 10007.

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