



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTER STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO HIGHWAYS AND SEWERS INSPECTOR

Exam. No. 0527

**WHEN TO APPLY:** From: June 2, 2010 To: June 22, 2010 **APPLICATION FEE: \$45.00**  
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, November 20, 2010.**

**WHAT THE JOB INVOLVES:** Highways and Sewers Inspectors, under general supervision, perform technical work in the inspection of construction, repair and maintenance of roads, sewers and appurtenances, pavements and sidewalks. They inspect the grading, paving and repaving of streets; inspect the maintenance, repair and construction of sewers and appurtenances, house sewer connections, retaining walls, streets and street openings; inspect the construction and repair of water, sewer and utility manholes and street sidewalks; inspect private property; in testing laboratories for asphalt or concrete plants, check all materials used as to quality and grade; witnesses the making of concrete and other test cylinders; checks the size of street openings and the satisfactory restoration of pavement or sidewalk; investigate complaints and reports on findings; maintain records and prepares comprehensive reports; keep daily records of the number and types of skilled and unskilled labor employed and mechanical equipment and material used; drive a passenger car or light truck to and from work assignments; may supervise and train Apprentice Inspectors (Highways and Sewers); and may be required to issue a summons and appear as a witnesses in court. All Highways and Sewers Inspectors perform related work.

**Special Working Conditions:** Highways And Sewers Inspectors may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Highways And Sewers Inspectors and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; working on exposed heights; standing for extended periods of time; distinguishing colors; working in confined areas; wearing hard hats and other protective clothing in construction areas; bending and stooping during inspections; climbing over and around various objects; working in areas that may be hot, damp, dark, dusty, smoky or acrid; 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 \$44,157 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe that you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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.
2. **By mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Transportation who **on the date of the multiple-choice test:**

- (1) is employed in the non-competitive title of Apprentice Inspector (Highways and Sewers); and
- (2) is not otherwise ineligible.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before a review of your eligibility.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must be employed in the eligible title as indicated in the above "Eligibility To Take Examination" section at the time of promotion.

**REQUIREMENTS TO BE PROMOTED:**

- (1) **Work Experience:** Satisfactory completion of the New York City Department of Transportation apprenticeship program for the Apprentice Inspector (Highways and Sewers).
- (2) **Driver License Requirement:** At the time of promotion, 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.

These requirements may be met at any time during the duration of the list.

**THE TEST:** You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in non-competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on the construction, repair, and maintenance of roads, pavements, sidewalks, sewers and proper safety and work practices; written expression, including the preparation of forms and reports; written comprehension; arithmetic and other job related calculations; recognition of potential problems and the development of logical solutions; development of subordinates; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

**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 RESULTS:** If you pass the multiple-choice 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Special Patrolman Requirement:** If you meet the following qualifications, you may request preferred consideration for promotion 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 promoted 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 promoted through Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you are promoted 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, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You *become eligible* after the above application period but on or before the date of the multiple-choice test.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31626; 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](http://nyc.gov/dcas)**