



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## HIGHWAYS AND SEWERS INSPECTOR

**Exam. No. 0122**

<b>WHEN TO APPLY:</b>	<b>From: June 2, 2010</b> <b>To: June 22, 2010</b>	<b>APPLICATION FEE: \$45.00</b> <b>Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</b>
<b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, November 20, 2010.</b>		

**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 meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, 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:** 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.

**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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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."

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

#### HOW TO QUALIFY:

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

1. Five years of full-time satisfactory experience in the construction and/or repair of roads and sewers; or
2. Three years of full-time satisfactory experience as described in "1" above plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of education and experience. Six months of experience will be credited for each 15 semester credits of college education leading to a bachelor's or associate degree in civil engineering or civil engineering technology 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); or
3. Satisfactory completion of the New York City Department of Transportation apprenticeship program for the Apprentice Inspector (Highways and Sewers).

#### 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 **Sections A.1 (if applicable), A.4 (if applicable) and B.** 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 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; calculations and other job related calculations; recognition of potential problems and the development of logical solutions; development of subordinates; standards of proper employee ethical conduct; 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.

**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, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**ADDITIONAL INFORMATION:**

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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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)