



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

REQUIRED INFORMATION

AFFIRMATION FORM

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

## HOUSING EXTERMINATOR (For the New York City Housing Authority Only) Exam No. 5047

**WHEN TO APPLY:** From: May 1, 2015

**APPLICATION FEE:** \$47.00

To: May 31, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
 BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Housing Exterminators, under general supervision in the New York City Housing Authority, perform work in the prevention, control and elimination of insects, vermin and other pests from buildings and surrounding areas including parks; inspect areas of infestation; use the most effective insecticides, rodenticides, baits, traps, etc., for exterminating pests as required; select and prepare poisonous insecticides, etc., used in exterminating; clean and repair exterminating equipment; keep records and make reports of exterminating operations performed; and may drive a motor vehicle. All Housing Exterminators perform related work.

**Special Working Conditions:** Housing Exterminators may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Housing Exterminators and environmental conditions experienced are: walking to and from inspection sites and during inspections, standing for an extended period of time, bending and stooping during inspections, working in confined areas, using bait and traps, and preparing insecticides for exterminating pests.

(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 \$31,972 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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. You may come to the DCAS Computer-based Testing & Applications Centers to file and complete this examination online and submit a money order payable to DCAS (Exams).

If you do not have access to a computer, you may file online at one of DCAS' Computer-based Testing & Applications Centers. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, May 23, 2015 and Monday, May 25, 2015.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (**May 31, 2015**). If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications 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."

**HOW TO QUALIFY:** This is a Online Education and Experience Test. Your valid certificate and experience will be evaluated online and you will receive immediate tentative results. 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.

**Certification Requirement:** By the last day of the Application Period you must have:

A valid certificate as a **Certified Commercial Pesticide Applicator** for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation.

**The certification requirement must be met by the last day of the application period, May 31, 2015.** This certification must be maintained for the duration of employment.

**Residency Requirement:** City residency is not required for this position.

**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 INFORMATION:**

**Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form within two weeks after the end of the filing period, your application will not be considered complete, and your name will not appear on the eligible list for the examination.

**THE TEST:** Your score will be determined by an online certification and experience test. You will receive a score of 70 points for meeting the certification requirement listed above. After this requirement is met, you will receive additional credit for satisfactory experience up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing the preparation, testing, and application of pesticides after having obtained a valid certificate as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) for:**

**You will receive:**

At least one year, but less than three years of experience 15 points

Three or more years of experience 30 points

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.

**Experience must be obtained by May 31, 2015.**

In order to receive additional credit up to a maximum of 100 points for satisfactory experience performing exterminator work, for each employment you must have performed at least eight (8) of the tasks listed in the following Housing Exterminator Task Inventory:

### Housing Exterminator Task Inventory

- 0100.0000 Full-time satisfactory experience in the preparation, testing, and application of pesticides after having obtained a valid Certificate as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A). (14 Tasks)**
- 0100.0001 Stores, transports, uses chemicals and baits in a safe and orderly fashion; Posts warning signs in public areas such as yards, and lots where poisonous bait has been laid; Selects the appropriate pesticide and places it in a strategic location out of the reach of children or pets.
- 0100.0002 Mixes chemicals when necessary in a well-ventilated area while wearing mask, gloves, and other recommended protective clothing.
- 0100.0003 Uses all safety equipment as required to assist in extermination duties such as goggles, respirators, flashlights, reflective vests, traffic cones, etc.
- 0100.0004 Reports hazardous conditions to Supervisor where extermination activities require postponement and/or remedies, which may be undertaken to allow treatment.
- 0100.0005 Identifies and closes up treated burrows in interior and exterior areas where pesticides have been placed.
- 0100.0006 Treats infested areas for various pests using hand held and other pesticide-dispensing equipment.
- 0100.0007 Handles and responds to pest complaints and inquiries; Routinely visits sites such as schools, apartments, buildings, parks, catch basins, street areas for extermination maintenance.
- 0100.0008 Inspects apartments, basements, classrooms, hallways, public areas, yards, pantries, offices, corridors, work areas and other locations for evidence of rodent or insect infestation, and determines the proper pest control measures required.
- 0100.0009 Maintains a work log and submits work orders to Supervisor including location, time, and type of work completed and other information as required by the New York State Department of Environmental Conservation.
- 0100.0010 Prepares and completes productivity reports showing the number of completed and uncompleted exterminations performed, no access and refusals where Superintendents will not give the Exterminator access; Completes work activities and reports.
- 0100.0011 Reads and understands chemical container labels for mixing instructions; Prepares poisonous pesticides exactly, according to label instructions.
- 0100.0012 Checks in with Supervisor upon arrival to site; Checks schedule for daily work location assignments.
- 0100.0013 Informs the Supervisor and/or orders the required chemicals, materials, and equipment when needed; Cleans and maintains equipment.
- 0100.0014 Responds promptly to extermination emergencies; Explains measures to be taken, results to expect and/or hazards to avoid, following pest control treatment.

**You must include all your relevant certification and experience on your Online Education and Experience Test. You will have until midnight Eastern time on the last day of the Application Period (May 31, 2015) to submit your Online Education and Experience Test; however, once you submit your Online Education and Experience Test, you will not be permitted to submit new or additional information about your certifications and/or experience. You will not receive credit for certifications or experience which you obtain after the end of the Application Period.**

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of the establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Investigation:** This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$89.75 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 of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**Selective Certification:** You may be considered for appointment to positions which require the 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. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification.

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you wish to apply to this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your motor vehicle Driver's License will be checked by the New York Housing Authority at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.**

**Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation:** If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Food Processing (7F) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply for this Selective Certification, click the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your certification will be checked by the New York Housing Authority at the time of appointment. **If you are appointed through Selective Certification, this certification must be maintained for the duration of your employment.**

**Selective Certification for Positions Requiring Certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Public Health (8) issued by the New York State Department of Environmental Conservation:** If you have certification as a Certified Commercial Pesticide Applicator for Industrial, Institutional Structural and Public Health (8) issued by the New York State Department of Environmental Conservation, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you wish to apply for this Selective Certification, click the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in such Selective Certification. Your certification will be checked by the New York City Housing Authority at the time of appointment. **If you are appointed through Selective Certification, this certification must be maintained for the duration of your employment.**

**The above Selective Certification requirements 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 mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

This examination is for positions in the New York City Housing Authority only. If you would like to apply for Exterminator in City Agencies, you must complete a separate application and fee for Exam No. 5030 from May 1, 2015 through May 31, 2015.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

**Special Insert: Guide for Completing the Online Examination**

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Licenses, Certificates, and/or Registrations
- Employment/Work Experience
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** have a Certification as a Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation in order to qualify for this examination. If you do **not** meet the certification requirement, you will be found **Not Qualified** and your application fee will not be returned.
3. **Completing the Employment/Work Experience Section:** For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:  
  
35 hours per week or more = 100%  
  
34 hours or less per week will be pro-rated as a percentage of a 35 hour work week.  
  
For each job you **must** select the tasks you performed from the tasks listed in the drop-down menu.
4. **Completing the Licenses, Certificates, and/or Registrations section:** From the drop-down menu under the Licenses, Certificates, and/or Registrations section, select the appropriate license, certificate, or registration. On the line labeled Original Date of Issue you must enter the date that your Certification as a Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) was **originally issued**, not the date you last renewed your certification nor the expiration date. You must also list the **expiration date** of your Certification as a Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A). This expiration date must be at least through the last day of filing or later. Only experience gained after the original date of issue of your certification will be used to compute additional credit. Since the date of issue of your certification predates the renewal date of your certification, you would be potentially lowering your score if you entered the renewal or expiration date of your certification when asked to enter the original date of issuance of your certification.
5. **Completing the Selective Certification section:** This section is optional and will not affect your score.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90511; Housing Exterminator 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)