



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
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**AIR POLLUTION INSPECTOR**

**Exam. No. 5058**

<p><b>WHEN TO APPLY:</b> From: <b>June 7, 2006</b> To: <b>June 27, 2006</b></p>	<p><b>APPLICATION FEE: \$35.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i></p>
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**WHAT THE JOB INVOLVES:** Air Pollution Inspectors, under supervision, conduct inspection of pollution sources to insure compliance with laws, rules and regulations and to reduce or eliminate conditions contributing to air pollution, such as excessive air contaminants or excessive noise. All Air Pollution Inspectors perform related work.

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

Some of the physical activities performed by Air Pollution 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; standing for extended periods of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for various inspections; communicating orally; carrying clipboards and inspection forms; climbing around and over various objects; walking in areas that may be 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 \$33,291 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**. 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:

1. A four-year high school diploma or its educational equivalent and five years of full-time satisfactory experience in the inspection, operation, testing, design or maintenance of equipment that may emit air contaminants and/or excessive noise such as the following: air cleaning, fuel burning, industrial processing, incinerator, electrical or acoustical equipment; or
2. A baccalaureate degree from an accredited college including or supplemented by at least 24 credits in mechanical, chemical, electrical, electronic, environmental, or acoustical engineering or engineering technology, chemistry, physics, industrial hygiene, public health, or related fields plus one year of full-time satisfactory experience as described in "1" above.
3. A satisfactory equivalent of education and experience which is equivalent to "1" or "2" above. Every 30 semester credits leading to a baccalaureate degree from an accredited college supplemented by at least 6 credits in mechanical, chemical, electrical, environmental, or acoustical engineering or engineering technology, chemistry, physics, industrial hygiene, public health, or related fields may be substituted for each year up to a maximum of four years of the required experience. However, all candidates must have at least a high school diploma or its equivalent and one year of experience as described in "1" above.

Experience in the inspection, operation, testing, design or maintenance of air conditioning equipment is not acceptable.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Certificate Requirement:** You will be required to have a valid Visible Emissions Certificate and a valid Urban Noise Course Certificate issued by an institution authorized by the New York State Department of Environmental Conservation within one year of the date of appointment. Qualified status must be maintained for the duration of employment. Failure to maintain qualified status shall constitute forfeiture of employment.

If you fail to obtain the required certificate(s) within one year of appointment, your probationary period may be extended for no more than six months. If you fail to obtain the required certificate(s) during this extension period, you will be terminated.

**Driver License Requirement:** By the time you are appointed 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(s) 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:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A.1, A.2, A.4, A.6, 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.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:** For full-time satisfactory experience in air pollution inspection, you will receive:

- (A) 15 points for at least one year but less than two years of experience; and
- (B) 30 points for two 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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

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

**THE TEST RESULTS:** If you pass the education and experience 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:**

**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, 14th 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.31315 ; Public Health & Safety Inspectional 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)