



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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

ASBESTOS HANDLER

Exam. No. 4057

WHEN TO APPLY: From: May 4, 2005 **APPLICATION FEE: \$60.00**
To: May 24, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Asbestos Handlers, under direct supervision, perform asbestos abatement work involving inspection, removal, encapsulation or enclosure of asbestos contained on pipe, boiler breeching and duct insulation as well as asbestos contained in spray-on insulation and plaster; perform all tasks of asbestos abatement including, but not limited to, pre-cleaning, setting up decontamination chambers, plasticizing, proper containment of asbestos or asbestos-laden materials, post-cleaning and restoration of job site to its original state in accordance with Title 15, Chapter 1, of the Rules of the City of New York (promulgated by the New York City Department of Environmental Protection) and part 56 of the New York State Industrial Code, and other applicable Federal, state and/or local legislation regulating the handling of asbestos; in the temporary absence of the supervisor, may perform the duties of that individual; may also load and unload asbestos abatement supplies from transport vehicles and perform all other work incidental to asbestos abatement; may operate motor vehicles in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Asbestos Handlers and environmental conditions experienced are: working in hot areas in boiler rooms; working in confined crawl spaces; climbing up and descending ladders and scaffolds; wearing respirators and other protective equipment; and working with hazardous asbestos-containing materials. (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 \$53,777 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 no 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 valid Asbestos Handler Certificate or [Asbestos Handler] Supervisor Certificate issued by the New York State Department of Labor pursuant to Subpart 56-2 of the New York State Industrial Code; and
2. A valid Asbestos Handler Certificate or Asbestos Handler Supervisor Certificate issued by the New York City Department of Environmental Protection pursuant to Title 15, Chapter 1, of the Rules of the City of New York; and
3. (a) A four-year high school diploma or its educational equivalent and two years of satisfactory, full-time experience performing asbestos abatement; or
(b) A satisfactory combination of education and experience equivalent to "3 (a)" above. Each year of additional experience as described in "3 (a)" above may be substituted for two years of the required high school education.

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 your test paper(s) will not be rated .

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, B & 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 "**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.

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 additional credit for satisfactory full-time experience obtained within the last five years up to a maximum of 100 points on the following basis:

Additional Credit:

1. 6 points will be given for each year of experience performing asbestos abatement work. For experience to be credited, the experience must have been legally obtained under the laws and rules of the jurisdiction in which it was received.
2. 2 points will be given for each year of experience in a skilled trade such as plumbing, carpentry or basic electricity.

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. Each year of experience will be credited under only one category which will be the highest appropriate category. 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.

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. 31313; Public Health and Safety Inspectional Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas