



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

**NOTICE
OF
EXAMINATION**

**STEAM FITTER'S HELPER
Exam. No. 6043
(For Agencies Under the Jurisdiction of DCAS only)**

WHEN TO APPLY: From: **October 4, 2006** **APPLICATION FEE: \$60.00**
To: **October 24, 2006** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, January 13, 2007.**

WHAT THE JOB INVOLVES: Steam Fitter's Helpers, under direct supervision, assist in doing work relating to piping and equipment for heating, air conditioning, compressed air, and processing systems; assist in the installation, maintenance and repair of piping and equipment in air, steam and hot water heating, air conditioning and processing systems; assist in the installation of boilers, and feedwater, vacuum and condensate equipment; assist in the installation of fuel oil piping and related equipment; assist in taking on-the-job measurements and lay out work from plans, specifications and/or sketches; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Steam Fitter's Helpers and environmental conditions experienced are: communicating orally in a noisy environment; climbing stairs, ladders, and over equipment; standing upright for extended periods of time; walking over wet and slippery surfaces; carrying heavy objects such as tool boxes, pipe, and bags of pipe fittings; working on surfaces at substantial height.

(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 \$30.62 per hour. 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 forms that you must fill out. Return all completed forms 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. Three years of full-time satisfactory mechanical experience as a Steam Fitter's Helper acquired within the last 10 years; or
2. At least one and one-half years of full-time satisfactory mechanical experience as a Steam Fitter's Helper acquired within the last 10 years plus sufficient training of a relevant nature acquired in an approved trade, vocational or technical high school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade, vocational or technical school.

You may be given the multiple-choice test before we review your qualifications. 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.

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.

DRIVER LICENSE REQUIREMENT:

For Department of Sanitation and Department of Education only: At the time of appointment, you must possess a motor vehicle driver license valid in the state of New York and must maintain your driver license for the duration of your employment. Serious moving violations, license suspension or accident record may disqualify.

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 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, 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.

Education and experience will not be found acceptable unless it is verifiable.
3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet education and**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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" (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 Administration Services no later than eight weeks from the last date for applying for this examination.

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 this test. The multiple-choice test may include questions on heating, air conditioning, and processing systems including pneumatics, hydraulics, piping, fittings, and auxiliary equipment; inspection, maintenance and installation of heating, air conditioning, processing systems and their components; measurement, selection, assembly and installation of piping, fittings, equipment and system components; tools, safety, good housekeeping and shop arithmetic; understanding instructions, manuals and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the written 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 meet the education and experience requirements and pass a 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: This examination is for positions with agencies under the jurisdiction of DCAS only. If you would like to apply for Steam Fitter's Helper with the Health and Hospital Corporation you must submit a separate application and fee for Examination No. 6060 from October 4, 2006 to October 24, 2006.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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.

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