



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

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**WATER USE INSPECTOR TRAINEE**

**Exam. No. 8022**

**WHEN TO APPLY: From: April 7, 1999  
To: April 27, 1999**

**APPLICATION FEE: \$30.00  
Payable only by money order to D.C.A.S. (DOP)**

**WHAT THE JOB INVOLVES:** Water Use Inspector Trainees under supervision, perform routine tasks of ordinary difficulty and responsibility in reporting water consumption, ensuring conformance to rules, standards, and regulations related to water meters and assisting in other field or office programs involving water consumption; also they receive training in and enforce the Administrative Code and other laws, regulations and rules as they relate to the metering, sale, and use of City water; perform related work.

Some of the physical activities performed by Water Use Inspector Trainees and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; opening street traps requiring the ability to lift at least 25 pounds; bending and stooping during inspections; climbing over and around 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 \$22,179 per annum. The salary of those hired will be increased to \$26,047 per annum upon completion of one year of satisfactory service.

Appointments to this class of positions are subject to a three year probationary period. At the end of two years of satisfactory service, permanent employees in this class of positions will advance, without further examination, to the title of Water Use Inspector, which currently has a minimum salary of \$32,877 per annum. The third year of probationary service will be served in this higher title. An unsatisfactory probationer's service may be terminated at any time during the three year probationary period.

**HOW TO APPLY:** If you believe 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 the above address **by mail only**. Applications will not be accepted in person.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## HOW TO QUALIFY:

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

1. Graduation from an approved trade, vocational or technical high school with a specialty in a mechanical trade; or
2. A four-year high school diploma or its educational equivalent and six months of full-time satisfactory experience in one of the following:
  - (A) mechanical work as a helper or apprentice; or
  - (B) reading and recording of data from meters and/or measuring devices; or
3. One year of full-time satisfactory mechanical work as a helper or apprentice.

**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/alcohol Screening Requirement:** You must pass a drug/alcohol 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.

If you are required to be a City resident, you must maintain City residency as a condition of employment.

**English Requirement:** Candidates 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 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, A.1 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.
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 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:**

1. For full-time satisfactory experience in the inspection and reading of water-use meters in field application, you will receive an additional:
  - (A) 10 points for at least three months but less than six months of experience; or
  - (B) 20 points for at least six months but less than one year of experience; or
  - (C) 30 points for one or more years of experience.
  
2. For full-time satisfactory experience in plumbing work or in the assembly or repair of water meters, you will receive an additional:
  - (A) 5 points for at least one year but less than two years of experience; or
  - (B) 10 points for at least two years but less than three years of experience; or
  - (C) 15 points for three or more years of experience.
  
3. For full-time satisfactory experience in mechanical work not included in (2) above, you will receive an additional:
  - (A) 3 points for at least one year but less than two years of experience; or
  - (B) 6 points for at least two years but less than three years of experience; or
  - (C) 9 points for three 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. Each

year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the qualification requirements may not 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 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, 2 Washington Street, 17th Floor, New York, NY 10004 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**List Termination:** The eligible list is resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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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 Section 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. 34601; Business Inspection Occupational Group.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS**