



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

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

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

WATERSHED MAINTAINER
Exam No. 2038
Amended Notice: May 23, 2012

WHEN TO APPLY: From: May 23, 2012 To: June 5, 2012
APPLICATION FEE: \$47.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

The Notice of Examination is amended to reopen filing from May 23, 2012 through June 5, 2012. Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Watershed Maintainers, under supervision, utilize computerized, electronic and mechanical equipment, perform duties related to the operation, maintenance, repair and inspection of facilities, roads, bridges, equipment and lands in the watershed areas including reservoirs, aqueducts and groundwater, water and wastewater treatment and related systems of The City of New York; ensure compliance with applicable federal, state, local and Agency environmental health and safety laws, policies and procedures; operate motor vehicles and motor-powered equipment. All Watershed Maintainers perform related work.

Some of the physical activities performed by Watershed Maintainers and environmental conditions experienced are: lifting objects up to waist height; fingering, grasping, squeezing and/or turning objects such as tools and equipment; pushing and pulling objects such as tools and levers using one or two hands; reaching at a distance up to arm's length; coordinating the movements of hands and feet; and balancing body on foot stools or ladders from 3 to 30 feet in height while standing and working with hands overhead. In order to perform the essential tasks of this position, Watershed Maintainers may be required to: wear protective equipment such as gloves, boots, goggles, earplugs, noise attenuators, face shields, and/or respirators; work in temperatures ranging from 0°F and 105°F in wetness and varying atmospheric conditions such as high and low humidity; work in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment; and work in restricted spaces for up to 1 hour at a time and on surfaces made of metal gratings, macadam and/or cement.

(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 \$34,597 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, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Monday, May 28, 2012.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

Education and Experience Requirements: By **June 30, 2012**, you must have:

A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and one of the following:

1. One year of full-time satisfactory experience in the operation and maintenance of equipment used in the controlling or purification of water at facilities in watershed areas, reservoirs, or aqueduct systems, or performing duties involving the upkeep, inspection, maintenance or operation of watershed areas and related facilities; or
2. Two years of full-time satisfactory experience as: a mechanic, journeyman or helper in the electrical, mechanical or construction trades; or as a technician in a chemical processing facility or chemical or water quality laboratory.

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, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

All candidates shall be required to **obtain** and **maintain** any licenses, certifications or endorsements that the Agency deems necessary to perform the duties of the position.

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.

Medical Requirement: For certain positions, you may be required to wear a respirator while performing the essential functions of Watershed Maintainer. Applicants for those positions must be physically able to wear a respirator and must not have any condition which would prevent a good face seal when wearing a respirator. OSHA regulations have established medical guidelines for wearing a respirator. Therefore, those applicants will be required to have pre-employment and periodic post-appointment medical examinations to demonstrate that you meet applicable OSHA standards and to monitor your medical status. Once hired, employees must continue to satisfy OSHA regulations for the duration of their employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:** Fill out **Sections A.1 (if applicable), A.2, or A.3, B, C, and D (if applicable)**. 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. **If you are applying online**, follow the online instructions. **If you are applying by mail**, 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 up to a maximum of 100 points on the following basis:

Additional Credit:

You will receive:

If you have satisfactory full-time experience in operating, maintaining, repairing or inspecting water treatment system plants, auxiliary equipment which purify water with chlorine, or other chemical treatment systems at facilities in watershed areas, reservoirs, or aqueduct systems; or performing duties involving the upkeep, inspection, maintenance or operation of watershed areas and related facilities for:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	20 points
3 or more years	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. 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 **June 30, 2012.**

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:

Selective Certification for Class A Commercial Driver License: If you have a Class A Commercial 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 for this Selective Certification, state "CLA" in Section D of the Education and Experience Test Paper. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your Class A Commercial Driver License for the duration of your employment.**

Drug Screening Requirement: Candidates who are considered for appointment to positions through the above Selective Certification must pass a drug screening in order to be appointed.

Selective Certification for possession of a valid Grade IA Water Treatment Operator's Certificate: If you have a valid Grade IA Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, state "GIA" in Section D of the Education and Experience Test Paper. Your Certification will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your Grade IA Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IIA Water Treatment Operator's Certificate: If you have a valid Grade IIA Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, state "G2A" in Section D of the Education and Experience Test Paper. Your Certification will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your Grade IIA Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IB Water Treatment Operator's Certificate: If you have a valid Grade IB Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, state "GIB" in Section D of the Education and Experience Test Paper. Your Certification will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your Grade IB Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IIB Water Treatment Operator's Certificate: If you have a valid Grade IIB Water Treatment Operator's Certificate issued by the New York State Department of Health, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you wish to apply for this Selective Certification, state "GII" in Section D of the Education and Experience Test Paper. Your Certification will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your Grade IIB Water Treatment Operator's Certificate for the duration of your employment.**

Application Receipt: **If you applied online**, 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. Include your social security number and the examination number and title in your email. **If you applied by mail**, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91011; Water Plant Maintenance Occupational Group.

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