



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

REQUIRED INFORMATION

APPLICATION

EDUCATION AND EXPERIENCE
 TEST

FOREIGN EDUCATION
 EVALUATION GUIDE
 (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

**NOTICE
 OF
 EXAMINATION**

INSPECTOR (ELECTRICAL)

Exam No. 5034

WHEN TO APPLY: From: March 4, 2015

APPLICATION FEE: \$61.00

To: March 24, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Saturday, May 30, 2015.**

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Inspectors (Electrical), under general supervision, perform technical work in the inspection of electrical installations, repairs or alterations to ensure conformance to codes, standards, plans or specifications. They inspect electrical installations in connection with light, heat or power for buildings, parks, playgrounds, stores, bridges, docks or piers in process of construction or repair, in order to insure compliance with the New York building and electrical codes, approved plans and specifications; make periodic inspections of electrical wiring in combustible occupancies and places of public assembly; inspect scenes of fires and accidents to determine whether the fire or accident was caused by electrical defect; investigate complaints of defective electrical installations which are reported as fire, shock or other hazard and issues verbal or written instructions for correction; explain and interpret electrical standards; appear as a witness in court; prepare reports of inspections during the course of construction and at the completion of work; make special reports as directed; may supervise and train Apprentice Inspectors (Electrical); and operate a motor vehicle in the performance of assigned duties. All Inspectors (Electrical) perform related work

Some of the physical activities performed by Inspectors (Electrical) and environmental conditions experienced are: driving vehicles to and from inspection sites; walking to and from inspection sites and during inspections; climbing and descending ladders and stairs to get to areas which must be inspected; standing for extended periods of time; maintaining balance while walking over narrow walkways or areas that are elevated; climbing around and over various objects; and working in areas that may be damp, dusty, dark, smoky or acrid.

Special Working Conditions: Inspectors (Electrical) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$42,524 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 DCAS Computer-based Testing & Application Centers will be closed on Saturday, March 14, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify 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.

Education and Experience Requirements:

1. Five years of full-time satisfactory experience as an electrician or inspector of electrical installations, light, heat, and/or power distribution, fire alarm detection or communication systems; **or**
2. Three years of full-time satisfactory experience as described in "1" above, plus either 60 semester credits from an accredited college or university with a minimum of 12 credits in electrical related courses or two years of full-time training in an acceptable electrical program in an accredited technical school; **or**
3. A license as a professional engineer or architect valid in the State of New York; **or**
4. A satisfactory combination of education and/or experience that is equivalent to "1" or "2" above. Education may be substituted for experience on the basis that six months of full-time training in an electrical program in an accredited technical school or 15 semester credits in an accredited college or university is equivalent to six months of the experience described in "1" above. To be credited, college or university education must include at least 12 semester credits in electrical related courses. However, all candidates must have a minimum of three years of experience as described in "1" above.

The education requirement must be met by June 30, 2015. The experience and license requirement must be met by the last day of the Application Period (March 24, 2015).

The technical school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education, experience and license(s) on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2015 or experience and/or license that which you obtain after the end of the Application Period.

Driver License Requirement: At 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 suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Inspector (Electrical). Candidates will be examined to determine whether they can perform the essential functions of the position of Inspector (Electrical). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position, unless you accept an appointment after selective certification for Special Patrolman (see below).

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 INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), A.4 (if applicable), A.6 (if applicable), B (if applicable), and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "course by course" 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: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Inspector (Electrical). Task categories to be tested are as follows: inspection responsibilities; technical expertise and administrative duties.

The multiple-choice test may include questions on the knowledge of electrical principles and terminology; materials, tools and equipment used in the electrical trade; pertinent parts of the NYC Electrical Codes and other related codes; reading and interpreting electrical plans and specifications; safe work practices; and other related areas.

The test may also include questions which require the use of any of the following abilities:

Written Comprehension: understanding English words and sentences. Example: An Inspector (Electrical) reads and understands written work orders.

Written Expression: using English words or sentences in writing so that others will understand. Example: An Inspector (Electrical) writes legible reports and violations.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: An Inspector (Electrical) performs job-related calculations.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you meet the education and experience requirements and pass the 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Investigation: All candidates considered for appointment as an Inspector (Electrical) will be fingerprinted and subject to a criminal background check. You will be investigated prior to appointment and must pay a fee of \$89.75 for fingerprint screening. At the time of investigation and at the time of appointment, candidates must present originals or certified copies of all documents and proof, including, but not limited to, proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Selective Certification for Positions Requiring NYC Electrical Code or NYC Construction Codes Experience: If you have one year of full-time, satisfactory experience in the inspection of electrical installations, repairs or alterations in accordance with the NYC Electrical Code or NYC Construction Codes, you may be considered for appointment to positions in the Department of Buildings which require this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Your NYC Electrical Code or NYC Construction Codes experience will be checked by the appointing agency at the time of appointment. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Special Patrolman: If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- Be twenty-one years of age or older,
- Be a citizen of the United States,
- Be a resident of New York City,
- Have no record of convictions for any felony or for any serious offence against public safety (as defined in the New York State Penal Law),
- If discharged from military service, the discharge must not have been dishonorable, and
- Be of good moral character.

All candidates who are appointed through Selective Certification for Special Patrolman will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through Selective Certification who fails to pass this background check will be terminated from the position. Additionally, if you are appointed through Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 31623; Building & Construction Inspection Occupational Group

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