



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PLUMBER (CUNY)

Exam No. 8056
(For The City University of New York Only)

WHEN TO APPLY: From: December 6, 2017

APPLICATION FEE: \$96.00

To: December 26, 2017

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 **Monday, May 21, 2018.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Plumbers (CUNY), under supervision, perform work relating to the installation, alteration, maintenance, and repair of piping of gas, potable water, plumbing and drainage systems. They install, maintain and repair piping of all kinds for water, gas, storm, waste, soil and vent systems; set, maintain and repair plumbing fixtures, equipment and appurtenances; when necessary, determine and requisition job materials while work is in progress; supervise and are responsible for the work of Plumber's Helpers; in the temporary absence of the supervisor, may perform the duties of that position; and operate a motor vehicle. All Plumbers (CUNY) perform related work.

When assigned as a licensed plumber, Plumbers (CUNY) obtain written building permits for plumbing work to be performed; conduct and/or witness tests on plumbing and gas piping systems; prepare applications, reports, notices and other documents; and prepare sketches, drawings and layouts which may be required.

Special Working Conditions:

Plumbers (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Plumbers (CUNY) and environmental conditions experienced are: communicating orally in a noisy environment; working in extreme temperature conditions (hot or cold); climbing stairs, ladders, scaffolds and over equipment; walking over wet and slippery surfaces; moving heavy valves, piping and fixtures; carrying heavy objects such as tool boxes, pipe, and bags of pipe fittings; working in close spaces; using torches; and working in the vicinity of biohazards.

(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 \$51.64 per hour for a 35-hour work week. This rate is subject to change.

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 education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2018 or experience which you obtain after the end of the Application Period (December 26, 2017).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a plumber; **or**
2. Not less than three years of full-time satisfactory experience described in "1" above **plus** sufficient full-time satisfactory experience as a plumber's helper or apprentice, or plumbing training of a relevant nature acquired in an approved trade school, technical school or vocational high school, to make up the equivalent of five years of acceptable plumber experience.

Each year of plumber's helper or apprentice experience, or approved plumbing training is equivalent to six months of satisfactory plumber experience, up to a maximum of two years of satisfactory experience. Less than a full year of plumber's helper or apprentice experience, or approved plumber training, will receive prorated credit.

The trade school, technical school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The education requirement must be met by January 31, 2018. The experience requirement must be met by the last day of the Application Period (December 26, 2017).

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will **not** receive credit for education which you obtain after **January 31, 2018** or experience which you obtain after the end of the Application Period.

Driver License Requirement: At the time of appointment, you must possess 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.

Residency Requirement Advisory: City residency is not required for this position.

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 the City University of New York

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 two (2) business days 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

| Manhattan | Brooklyn | Queens |
|--------------------|----------------------|-------------------------|
| 2 Lafayette Street | 210 Joralemon Street | 118-35 Queens Boulevard |
| 17th Floor | 4th Floor | 5th Floor |
| New York, NY 10007 | Brooklyn, NY 11201 | Forest Hills, NY 11375 |

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 23, 2017 and Monday, December 25, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

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.2 (if applicable), A.3 (if applicable), B, 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 Department of Citywide Administrative Services (DCAS) website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 DCAS no later than eight weeks from the last day of the application period.

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 a Plumber (CUNY). Task areas to be tested are as follows: repairs and installation; tools and materials; and administrative duties.

The multiple-choice test may include questions on the knowledge of plumbing techniques, methodology, materials, tools, equipment, and practices; pertinent parts of the Plumbing Section of the NYC Building Code and other related codes including interpretation of plans and specifications; safe work practices; job-related math; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test may also include questions requiring the use of any of the following abilities:

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: A Plumber (CUNY) analyzes the whereabouts and solutions of water leaks.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: A Plumber (CUNY) plans, organizes, and prioritizes their work orders.

Written Comprehension: Understanding English words and sentences. Example: A Plumber (CUNY) reads and understands work orders pertaining to the NYC Building Code.

Written Expression: Using English words or sentences in writing so that others will understand. Example: A Plumber (CUNY) writes reports free of grammatical errors.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice test.

EXAM SITE ADMISSION:

You will be sent 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 Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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, your prohibited device(s) may be confiscated and your application fee will not be refunded. You may not have any other people, 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, City or State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, 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.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

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 a CUNY eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 Administration, Customer, and Exam Support 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.

ADDITIONAL INFORMATION:

Selective Certification for Master Plumber License or Certificate of Competence: If you possess a Master Plumber license issued by the New York City Department of Buildings or a Certificate of Competence in Plumbing issued by the New York City Department of Buildings, you may be considered for appointment to positions requiring this license or the certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license or certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **If you are appointed through Selective Certification, you must maintain your Master Plumber license or Certificate of Competence for the duration of your employment.**

The above Selective Certification requirement may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Appointment of New York City Civil Service Employees: Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Plumber with City agencies, you must submit a separate application and fee for Exam No. 8022 from December 6, 2017 through December 26, 2017. If you would like to apply for Plumber in NYC Health + Hospitals you must submit a separate application and fee for Exam No. 8067 from December 6, 2017 through December 26, 2017.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcass and copies are available at the DCAS Computer-based Testing & Applications Centers.

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For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcass; for CUNY: cuny.edu