



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

WATER USE INSPECTOR
Exam No. 3007

WHEN TO APPLY: From: July 6, 2022

APPLICATION FEE: \$47.00

To: July 26, 2022

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

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

WHAT THE JOB INVOLVES:

This class of positions encompasses training, inspection, and maintenance work of varying degrees of difficulty and responsibility. There are two Assignment Levels within this class of positions.

At Assignment Level I: Water Use Inspectors, under supervision, receive training in and perform work of varying degrees of difficulty and responsibility in the field and/or the office, in the conduct of inspections to maintain the purity of water and to ensure conformance to codes, standards, plans and specifications relating to the metering, sale and use of City water. Water Use Inspectors enforce the Administrative Code and other laws, regulations, and rules as they relate to the metering, sale, use and discharge of City water; service and maintain mechanical and electronic water meters, water meter reading equipment, related equipment and parts, including measuring elements, register heads and meter set; replace water meters; read and may repair water meters on site; verify water meter readings and operation of meter reading equipment and report or repair this equipment; test meters to ensure that water consumption is properly registered on the meters; serve notices of the need to repair defective meters; inspect for and issue Environmental Control Board Notices of Violation; issue notices of violations of rules and regulations regarding the installation, maintenance, and use of water meters and regarding leakage and waste of water; assist in and perform routine tasks related to water use and metering in Citywide programs conducted by the Department of Environmental Protection; utilize hand held computer and adapter to read and program meter interface units; receive on-the-job training in the performance of Water Use Inspector tasks; prepare reports requiring simple mathematical computations; may testify at Environmental Control Board Hearings; and operate a motor vehicle in the performance of assigned duties. All Water Use Inspectors perform related work.

Special Working Conditions:

Water Use Inspectors may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Water Use Inspectors and environmental conditions experienced are: walking to and from inspection sites and during the course of inspections; climbing and descending from mounted ladders or stairs to get to areas to be inspected; standing for extended periods of time; working with a partner and supervisor in confined areas; opening street traps requiring the ability to lift at least 25 pounds; bending and stooping during inspections; climbing around and over 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 \$33,819 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

Special Note: Employees hired as Water Use Inspector- Assignment Level I must satisfactorily complete a probationary period of at least 24 months. This probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period. Upon completion of two years of satisfactory service, permanent employees in Assignment Level I will advance, without further examination, to Assignment Level II.

HOW TO QUALIFY:

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 will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You will **not** receive credit for education which you obtain after January 31, 2023 or experience which you obtain after the end of the Application Period (July 26, 2022).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. 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 experience as a helper or apprentice in plumbing, installation or operation of heating, ventilation and air conditioning systems, or as a pipe fitter or steam fitter; **or**
 - b) Installation, assembly or repair of water-use meters, or the inspection, reading and recording of data from meters and/or measuring devices in field application; **or**
2. One year of full-time satisfactory experience as a helper or apprentice in the fields described in "1(a)" or "1(b)" above; **or**
3. Graduation from a trade, technical or vocational high school with a specialty described in "1(a)" or "1(b)" above.

The education requirement must be met by January 31, 2023. The experience requirement must be met by the last day of the Application Period (July 26, 2022).

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

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (July 26, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 26, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2023, or experience which you obtain after the end of the Application Period (July 26, 2022).

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.

Vaccination Requirement:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless, they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Residency Requirement Advisory:

Under the 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>.

Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire examination by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about 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 Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (July 26, 2022) to clearly specify in detail all of your relevant education, license, registration, and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 26, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (July 26, 2022).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have additional satisfactory full-time experience in the installation, assembly or repair of water-use meters, or the inspection, reading and recording of data from meters and/or measuring devices in field application for:

You will receive up to:

At least 3 months but less than 6 months	6 points
At least 6 months but less than 9 months	8 points
At least 9 months but less than 1 year	10 points
At least 1 year but less than 1 year and 3 months	12 points
At least 1 year 3 months but less than 1 year and 6 months	14 points
At least 1 year and 6 months but less than 1 year and 9 months	16 points
At least 1 year and 9 months but less than 2 years	18 points

2 or more years

20 points

If you have additional satisfactory full-time experience in mechanical work in plumbing, installation or operation of heating, ventilation and air conditioning systems or as a pipe fitter or steam fitter for:

You will receive up to:

At least 3 months but less than 6 months	1 point
At least 6 months but less than 9 months	2 points
At least 9 months but less than 1 year	4 points
At least 1 year but less than 1 year and 3 months	6 points
At least 1 year 3 months but less than 1 year and 6 months	8 points
At least 1 year and 6 months but less than 1 year and 9 months	10 points
At least 1 year and 9 months but less than 2 years	12 points
2 or more years	14 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

Each year of experience will be credited under only one category which will be the highest appropriate category.

You will receive a maximum of one year of experience credit for each year you worked.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained by the last day of the Application Period (July 26, 2022).

You have until midnight Eastern time on the last day of the Application Period (July 26, 2022) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 26, 2022), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination if applicable, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email 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. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating. To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Drug Screening Requirement:

You must pass a drug screening in order to be appointed.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 34615; Business Inspection Occupational Group.

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