



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CONSTRUCTION LABORER Exam No. 3510

WHEN TO APPLY: From: September 7, 2022
To: September 27, 2022

APPLICATION FEE: \$96.00

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:

Construction Laborers, under supervision, using a wide variety of heavy duty, motor-powered equipment, perform work in construction, repair and maintenance of water supply distribution systems, drainage and sewer systems, buildings and plants, and related pavement; and operate a motor vehicle. They repair broken water mains and leaking water services; engage in the removal and replacement of broken drainage and sewer pipes, appurtenances, castings and heads, gate boxes, broken water mains, broken hydrants, water boxes and heads and wet connections and taps; repair drainage and sewer interiors of all kinds including brickwork and masonry; break pavements with hand or power driven tools; excavate and refill in the performance of the work herein; engage in the shoring and sheeting of excavations; mix and use concrete as part of the construction and repair work herein; flush, clean and excavate culverts, sewers, drain and sewer basins and appurtenances; operate various types of motor equipment, including specialized mounted equipment, towed or portable powered equipment and/or attachments; may work from sketches and working drawings; may keep records of work assignments and progress; may weld in the performance of the duties herein; and load and unload equipment and supplies as part of the duties herein. All Construction Laborers perform related work.

Special Working Conditions:

Construction Laborers will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Construction Laborers and environmental conditions experienced are: climbing and descending ladders; climbing in and out of excavations; standing for long periods of time; walking to and from repair sites; bending, crouching, and kneeling; lifting and carrying heavy equipment; loading and unloading equipment and supplies; using power driven and regular hand tools; digging and excavating; working in confined areas; working outdoors in all kinds of weather; working alongside roads; working in areas that have high noise levels and may be wet, dark, dusty, dirty and/or acid; working in the presence of vermin, toxic and/or corrosive chemicals; may perform work on elevated platforms and ladders.

(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 \$44.04 per hour for a 40-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period (September 27, 2022):**

- (1) is employed in the non-competitive title of Apprentice (Construction Laborer); and**
- (2) is not otherwise ineligible.**

The admission of employees in the non-competitive class title of Apprentice (Construction Laborer) is pursuant to New York Civil Service Law Section 52(14).

If you do not know if you are eligible or if you previously held the title of Apprentice (Construction Laborer), check with **your personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must be employed in the eligible title as indicated in the above "Eligibility to Take Examination" section at the time of promotion.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must have a Class B Commercial Driver License with an "N" Tank Vehicles endorsement, and no restrictions, valid in the State of New York. Serious moving violations, license suspensions, or accident record may disqualify. The Class B Commercial Driver License with an "N" Tank Vehicles endorsement and no restrictions must be maintained for the duration of your employment.

Work Experience: At the time of promotion, you must have completed an Apprentice (Construction Laborer) program with the Department of Environmental Protection, and must be employed as an Apprentice (Construction Laborer).

Drug Screening Requirement: You must pass a drug/alcohol screening in order to be promoted, and if promoted you will be subject to random drug and alcohol tests for the duration of your employment.

HOW TO APPLY:

If you believe you are eligible to take this examination, 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 (September 27, 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 (September 27, 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.

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed above. 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 title of Apprentice (Construction Laborer) working for the City of New York for:	You will receive up to:
At least 1 year but less than 2 years	15 points
2 or more years	30 points

You must clearly specify in detail all of your relevant experience on your Education and Experience Exam and submit it by the end of the application period (September 27, 2022). You will not receive credit for experience which you obtain after the end of the application period (September 27, 2022).

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 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.

Experience must be obtained by the last day of the Application Period (September 27, 2022).

You have until midnight Eastern time on the last day of the Application Period (September 27, 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 (September 27, 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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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:

Selective Certification for Certificate of Fitness: If you have one or more of the certificates listed below, you may be considered for appointment to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **This certificate must be maintained for the duration of your employment.**

1. C -92 Certificate of Fitness for Supervision of Storage, Handling and Use of Flammable or Combustible Liquids (C26)
2. F-60 Certificate of Fitness for Fire Guard for Torch Operations (F93)
3. S-13 Certificate of Fitness for Citywide Standpipe Systems (F11)
4. S-12 Certificate of Fitness for Citywide Sprinkler Systems (F17)
5. G-22 Certificate of Fitness for Use of LPG or CNG in Engine Fuel Systems (G22)
6. A-35 Certificate of Fitness to Operate and Maintain Air Compressors (G35)
7. G-46 Certificate of Fitness for the Storage, Handling, Use and Refilling of Non-Flammable Gas Cylinders (G46)
8. G-60 Certificate of Fitness for Torch Use of Flammable Gases (G38)
9. G-98 Certificate of Fitness for Handling, Use, Storage of Flammable Compressed Gases (G52)
10. G-44 Certificate of Fitness for Storage and Handling of LPG or CNG (G44)
11. P-15 Certificate of Fitness for Handling Motor Fuel Dispensing and Fleet Service Station (P15)
12. S-94 Certificate of Fitness for Handling and Dispensing Flammable or Combustible Liquids in Portable Containers (P14)
13. G-40 Certificate of Fitness for Use and Handling of LPG/CNG for Tar Kettles, Asphalt Melters and Marking Street Lines (G40)
14. W-49 Certificate of Fitness for Supervision of Aerosol (FTA)

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements 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 specific selective certification(s) on your correspondence.

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 promotion, 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. 90756; Skilled Craftsman and Operative Service.

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