



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

### SEWAGE TREATMENT WORKER Exam No. 4090

**WHEN TO APPLY:** From: February 7, 2024

**APPLICATION FEE: \$96.00**

To: February 27, 2024

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.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Monday, June 3, 2024.**

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

#### WHAT THE JOB INVOLVES:

Sewage Treatment Workers under general supervision, monitor plant operations and perform all necessary watch duties including maintenance of plant equipment. They operate, maintain and repair machinery, equipment, and structures in wastewater treatment plants, clean water storage and processing facilities, pumping stations, intercepting sewers, sludge treatment and disposal facilities, and related equipment and facilities; operate, maintain, monitor and repair equipment such as regulators, diversion chambers, tide gates, pumps, sludge collecting treatment and disposal equipment, blowers, compressors, motors, air filters, chlorination equipment, centrifuges, heat exchanger equipment, valves, pipes; exchange water heaters; may assist Oilers to replace the motor in boilers; take samples and perform tests relating to sewage composition and clean water quality; participate in the operation and monitoring of chemical bulk storage tanks, such as making periodic inspections and tests as required, reporting tank levels, monitoring leakage warning systems and deployment of spill containment devices; read meters, gauges and charts and record the readings; keep operating logs and other records; serve as confined space entry attendant, taking and monitoring gas readings, and all other necessary tasks as required by legal regulations; clean and maintain structures, equipment and grounds; load sludge vessels and barges; operate vehicles and radio telephones; perform rigging and hoisting; handle grit, screenings, grease, and sludge; operate burning equipment; operate and maintain power tools; participate in training for Vector Truck operations; and drive and operate Vector trucks. All Sewage Treatment Workers perform related work.

#### Special Working Conditions:

Sewage Treatment Workers will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Sewage Treatment Workers and environmental conditions experienced are: climbing and descending ladders and stairways; standing for long periods of time; walking to and from repair sites; bending, crouching and kneeling; erecting and working on scaffolds; lifting and carrying heavy equipment; working in confined areas; working outdoors in all kinds of weather; working in areas that have high noise levels and may be damp, dark, dusty, dirty and/or acrid; operating burning and welding equipment; using a respirator; using equipment for fecal testing; and operating and maintaining color coded equipment.

(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 \$44.98 per hour for a 40-hour work week. This rate is subject to change.

#### HOW TO QUALIFY:

You will 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. (For more information see Exam Site Admission section.)

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

You must meet the education requirement by **June 30, 2024** and the work experience requirement by **February 27, 2024.**

1. A four-year high school diploma or its educational equivalent **and** three years of full-time satisfactory experience in any one or a combination of the following: industrial construction activities; the repair or installation of commercial, industrial, or large residential machinery, piping, or electrical equipment; the operation of machine tools; the repair and overhaul of engines; residential or industrial plumbing;

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or the operation or repair of wastewater treatment plants or associated facilities (Note: handyman and janitorial experience is not acceptable; experience with instrumentation and calibration is also not acceptable); **or**

2. A four-year high school diploma or its educational equivalent **and** at least one and one-half years of full-time satisfactory experience as described in "1" above, plus sufficient relevant education acquired in an approved trade, technical or vocational high school to make the equivalent of three years of acceptable experience. Education can be substituted for experience on the basis of one year of education at an approved trade, technical or vocational high school for six months of acceptable experience; **or**
3. An associate degree or higher degree with a major in Environmental Health, Environmental Technology, Electrical Technology, Mechanical Technology, Chemical Technology, or a related field from an accredited college or university, **and** one year of the experience described in "1" above.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The trade, technical or vocational high 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 at your own expense to determine its equivalence to education obtained in the United States. You will receive instructions from the Department of Environmental Protection during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

**Commercial Driver License Requirement:** At the time of appointment you must possess a New York State issued Class A or Class B Commercial Driver License ("CDL") or a valid CDL Learner's Permit. Appointees hired with a Learner's Permit must obtain the Class A or Class B CDL within six months of appointment. The CDL must be maintained for the duration of employment in this title.

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

**Certificate Requirements:**

Within three months of appointment you must obtain all of the following Certificates of Fitness issued by the NYC Fire Department. These certificates must be maintained for the duration of employment:

1. (C92) Supervision of Storage, Handling and Use of Flammable or Combustible Liquids
2. (F60) Fire Guard for Torch Operations
3. (G22) Use of Liquefied Petroleum Gas or Compressed Natural Gas
4. (G44) Storage and Handling of Liquefied Petroleum Gas or Compressed Natural Gas
5. (G46) Storage, Handling, Use and Refilling of Non-Flammable Gas Cylinders
6. (G60) Torch Use of Flammable Gas
7. (G98) Handling, Use and Storage of Flammable Compressed Gases
8. (S94) Handling and Dispensing Flammable or Combustible Liquids

**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.

**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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, 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/faqs>. **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 & Application 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 Friday 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

**The DCAS Computer-based Testing & Application Centers will be closed on Monday, February 19, 2024.**

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 application 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](mailto: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](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application 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:**

**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.

**THE TEST:**

The multiple-choice test will be given at a computer terminal. 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 Sewage Treatment Worker.

The multiple-choice test may include questions on basic principles of the operation, maintenance, installation and repair of mechanical equipment such as pumps, valves, hydraulic equipment, conveyors, heat exchangers, compressors, heating and ventilation equipment; basic principles of pipefitting, burning equipment, carpentry, masonry, painting, hoisting and rigging, locksmithing and roofing; safe operation of power and hand tools and general safety; understanding of written instructions and drawings; arithmetic; and other related areas.

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

**Deductive Reasoning:** the ability to apply general rules to specific problems to come up with logical answers. **Example:** a Sewage Treatment Worker might use this ability to accurately determine testing times and methods.

**Flexibility of Closure:** the ability to identify or detect a known pattern (like a figure, word, or object) that is hidden in other material. The task is to pick out the disguised pattern from the background material. **Example:** Sewage Treatment Workers might use this ability when reacting to a situation by paying attention to the surrounding cues.

**Inductive Reasoning:** the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example:** Sewage Treatment Workers might use this ability to determine a description of a work site in order to relay information to other workers.

**Information Ordering:** the ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example:** Sewage Treatment Workers might use this ability to take samples and perform tests relating to water quality.

**Memorization:** the ability to remember information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. **Example:** Sewage Treatment Workers might use this ability to remember how to put together a piece of equipment that they took apart.

**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:** Sewage Treatment Workers might use this ability when measuring or adding chemicals, such as ammonia, chlorine, or lime, to disinfect water and other liquids.

**Problem Sensitivity:** the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example:** Sewage Treatment Workers might use this ability to operate and adjust controls on equipment to process or dispose of sewage and generate power.

**Selective Attention:** the ability to concentrate on a task one is doing. **Example:** Sewage Treatment Workers might use this ability when they need to concentrate on the task they are doing while working in a

load environment or in an area where multiple employees are performing different tasks.

**Spatial Orientation:** the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. **Example:** Sewage Treatment Workers might use this ability when inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

**Time Sharing:** the ability to shift back and forth between two or more sources of information. **Example:** Sewage Treatment Workers might have to look at the electrical components, stoppage, and out of normal mechanical operations to troubleshoot a pump.

**Visualization:** the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects or pattern will appear after the changes have been carried out. **Example:** Sewage Treatment Workers might use this ability when inspecting equipment or monitor operating conditions, meters, and gauges to determine load requirements and detect malfunctions.

**Written Comprehension:** the ability to understand written sentences and paragraphs. **Example:** Sewage Treatment Workers might use this ability to read and utilize reports submitted to them by other city agencies.

**Written Expression:** the ability to use English words or sentences in writing so that others will understand. **Example:** Sewage Treatment Workers might use this ability to write down meter information.

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 exam.

#### **EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov).

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 a Computer-based Testing & Application Center 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, IDNYC, 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.

#### **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](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto: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 multiple-choice test, your name will be placed in final score order on 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](http://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.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

### **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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

### **ADDITIONAL INFORMATION:**

#### **Selective Certification for Class A Commercial Driver License with Tanker Endorsement "N" (CLN):**

If you have a Class A Commercial Driver License with Tanker Endorsement "N" issued by New York State, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you are appointed through Selective Certification, you must maintain this license, with endorsement for the duration of your employment in this title. Follow the instructions given to you on the day of the test to indicate your interest in Selective Certification.

**This requirement may be met at any time during the duration of the list.** If you meet this requirement at some future date, please submit a request by email to: [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov), or 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 full name, OASys Profile ID number, and the Selective Certification you are requesting in 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 the "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 under the Notifications tab. 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.

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90739; Skilled Craftsman and Operative Service.

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