



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

WATERSHED MAINTAINER Exam No. 3136

WHEN TO APPLY: From: June 7, 2023

APPLICATION FEE: \$61.00

To: June 27, 2023

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:

Watershed Maintainers, under supervision, utilize computerized, electronic and mechanical equipment to perform duties related to the operation, maintenance, repair and inspection of facilities, roads, bridges, equipment and lands in the watershed areas including reservoirs, aqueducts and groundwater, water and wastewater treatment and related systems of The City of New York; ensure compliance with applicable federal, state, local and Agency environmental health and safety laws, policies and procedures; operate motor vehicles and motor-powered equipment. All Watershed Maintainers perform related work.

Some of the physical activities performed by Watershed Maintainers and environmental conditions experienced are: lifting objects up to waist height; fingering, grasping, squeezing and/or turning objects such as tools and equipment; pushing and pulling objects such as tools and levers using one or two hands; reaching at a distance up to arm's length; coordinating the movements of hands and feet; and balancing body on foot stools or ladders from 3 to 30 feet in height while standing and working with hands overhead. In order to perform the essential tasks of this position, Watershed Maintainers may be required to: wear protective equipment such as gloves, boots, goggles, earplugs, noise attenuators, face shields, and/or respirators; work in temperatures ranging from 0°F and 105°F in wetness and varying atmospheric conditions such as high and low humidity; work in the presence of toxic and/or corrosive chemicals and moving parts of machinery and equipment; and work in restricted spaces for up to 1 hour at a time and on surfaces made of metal gratings, macadam and/or cement.

(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 \$44,838 per annum. This rate is subject to change.

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 may not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (June 27, 2023).

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization **and** one of the following:

1. One year of full-time satisfactory experience in the operation and maintenance of equipment used in the controlling or purification of water at facilities in watershed areas, reservoirs, or aqueduct systems, or performing duties involving the upkeep, inspection, maintenance or operation of watershed areas and related facilities; or
2. Two years of full-time satisfactory experience as: a mechanic, journeyman or helper in the electrical, mechanical or construction trades; or as a technician in a chemical processing facility or chemical or water quality laboratory.

The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (June 27, 2023).

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Guide in the Required Information section.

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 (June 27, 2023) to clearly specify in detail all of your relevant education, registration, 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 (June 27, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination, and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (June 27, 2023).

Driver License Requirement:

By 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, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

All candidates shall be required to obtain and maintain any licenses, certifications or endorsements that the Agency deems necessary to perform the duties of the position.

Medical Requirement:

For certain positions, you may be required to wear a respirator while performing the essential functions of a Watershed Maintainer. Applicants for those positions must be physically able to wear a respirator and must not have any condition which would prevent a good face seal when wearing a respirator. OSHA regulations have established medical guidelines for wearing a respirator. Therefore, those applicants will be required to have pre-employment and periodic post-appointment medical examinations to demonstrate that they meet applicable OSHA standards and to monitor their medical status. Once hired, employees must continue to satisfy OSHA regulations for the duration of their employment.

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 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 & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID19 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, June 19, 2023.

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.

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 & Application 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: Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (June 27, 2023) 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).

3. Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education in this examination): 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 (June 27, 2023).

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 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 satisfactory full-time experience in operating, maintaining, repairing or inspecting water treatment system plants, auxiliary equipment which purify water with chlorine, or other chemical treatment systems at facilities in watershed areas, reservoirs, or aqueduct systems; or performing duties involving the upkeep, inspection, maintenance or operation of watershed areas and related facilities for:	You will receive up to:
At least 6 months but less than 1 year	5 points
At least 1 year but less than 1 year and 6 months	10 points
At least 1 year and 6 months but less than 2 years	15 points
At least 2 years but less than 2 years and 6 months	20 points
At least 2 years and 6 months but less than 3 years	25 points
3 or more years	30 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.

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

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.

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

You have until midnight Eastern time on the last day of the Application Period (June 27, 2023) 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 (June 27, 2023), 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 experience which you obtain after the end of the Application Period (June 27, 2023).

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 <https://a856exams.nyc.gov/oasysweb> 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: If you have the license or certifications listed in one or more of the areas below, you may be considered for appointment to positions requiring this license or certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this special license or certification. If you wish to apply for 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). **Your license and certification will be checked by the appointing agency at the time of appointment.**

Selective Certification for Class A Commercial Driver License (CLA): Possession of a Class A Commercial Driver License that is valid in the State of New York. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Class A Commercial Driver License for the duration of your employment.**

Drug Screening Requirement: Candidates who are considered for appointment to positions through the above Selective Certification must pass a drug screening in order to be appointed.

Selective Certification for possession of a valid Grade IA Water Treatment Operator's Certificate (GIA): Possession of a valid Grade IA Water Treatment Operator's Certificate issued by the New York State Department of Health. **If you are appointed through Selective Certification, you must maintain your Grade IA Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IIA Water Treatment Operator's Certificate (G2A): Possession of a valid Grade IIA Water Treatment Operator's Certificate issued by the New York State Department of Health. **If you are appointed through Selective Certification, you must maintain your Grade IIA Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IB Water Treatment Operator's Certificate (GIB): Possession of a valid Grade IB Water Treatment Operator's Certificate issued by the New York State Department of Health. **If you are appointed through Selective Certification, you must maintain your Grade IB Water Treatment Operator's Certificate for the duration of your employment.**

Selective Certification for possession of a valid Grade IIB Water Treatment Operator's Certificate (GIIB): Possession of a valid Grade IIB Water Treatment Operator's Certificate issued by the New York State Department of Health. **If you are appointed through Selective Certification, you must maintain your Grade IIB Water Treatment Operator's Certificate for the duration of your employment.**

The above Selective Certification requirements 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 email to:

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(s) 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 "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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91011; Water Plant Maintenance Occupational Group.

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