NOTICE OF EXAMINATION

STEAM FITTER
Exam No. 2033

WHEN TO APPLY: From: February 1, 2012 To: February 21, 2012
APPLICATION FEE: $96.00
If you pay online by credit card, bank card or debit card, you will receive a $5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, May 19, 2012.

WHAT THE JOB INVOLVES: Steam Fitters, under supervision, perform work relating to installing, maintaining, and repairing piping, controls, and equipment for heating systems, compressed air systems, refrigerating systems, air conditioning systems, steam and hot water systems, fire suppression systems, cooling systems, and sprinkler systems. They install boilers, feedwater, vacuum and condensate equipment, fuel oil piping, and related auxiliary equipment; lay out work from plans, specifications, and sketches; may work with welding and brazing equipment; and supervise the work of Steam Fitter’s Helpers. All Steam Fitters perform related work.

Some of the physical activities performed by Steam Fitters and the environmental conditions experienced are: working in hot, uncomfortable environments; working with steam leaks; using 6 inch to 4 foot pipe wrenches; using combination wrenches with a 60 pound pull; climbing ladders and scaffolds to reach equipment 25 feet above the ground; moving large and heavy sections of pipe and lifting heavy objects.

Special Working Conditions: Steam Fitters may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is $48.84 per hour for a 35 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a $5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan  Brooklyn
2 Lafayette Street  210 Joralemon Street
17th Floor  4th Floor
New York, NY 10007  Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Monday, February 20, 2012.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form 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 Form that pertain to you when you complete your “Application for Examination.”

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. Five years of full-time satisfactory experience acquired within the last 15 years as a Steam Fitter; or
2. Not less than two and one-half years of such experience acquired within the last 10 years plus sufficient full-time experience as a helper or apprentice to make up a total of five years of acceptable experience. Six months of experience will be credited for each year of apprenticeship or helper experience or for each year of completed approved trade or vocational school training in the steam fitting field.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

REQUIREMENTS TO BE APPOINTED:

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.

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.

REQUIRED FORMS:

1. Application for Examination: If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.

2. Education and Experience Test Paper: Fill out Sections A.1 (if applicable), A.3 (if applicable), and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. If you are applying online, follow the online instructions. If you are applying by mail, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.

3. Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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 date for applying for this examination.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. 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 may include questions on the basic principles of heating systems, air conditioning systems, refrigeration systems, compressed air systems, sprinkler systems, cooling systems, welding, soldering, rigging and hoisting; specifications for pipes, hoses, fittings, and other connecting fixtures; job related calculations; installation and repair of pipe lines, hose lines, pumps, steam traps, valves, strainers, and other related equipment; the operation of hand and power tools; safety practices; ability to interpret written and verbal instructions, blueprints, diagrams, and manuals; work related report writing and record keeping; standards of employee ethical conduct; and other related areas.
Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a Motor Vehicle Driver License that is valid in the State of New York, 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. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. Your Motor Vehicle Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. If you are appointed through Selective Certification, you must maintain your Motor Vehicle Driver License for the duration of your employment.

Promotion Examination: A promotion examination for this title is being held for eligible City employees. The names appearing on the eligible list for the promotion examination will be considered first in filling vacancies.