



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for

(CUNY) Plumber Exam # 2025

Salary: \$84,060

Please note: salary is subject to collective bargaining.

Exam Date: January 9, 2010

Filing Period Opens: Monday, November 23, 2009

Filing Period Closes: Friday, December 18, 2009

Applications must be received by (*not postmarked*) 5:00 PM (Eastern Standard Time) on this date.

Filing Fee: \$60 filing fee is required of all applicants.

Who Should Apply? Those who have:

1. Five (5) years of full-time experience as a Plumber acquired within the last ten (10) years
Full-time experience is 35 hours per week. Experience less than full-time but more than 20 hours per week will be prorated at 50% (i.e., 2 months experience at 20 - 34 hours per week equal to one month's full-time experience)
OR
2. A minimum of three (3) years of full-time experience as a Plumber with the remaining two (2) years of full time work experience being satisfied by having four (4) or more years of service as plumber's helper or apprentice, or approved trade or vocational school training.

NOTE: Experience as a plumber's helper, apprentice or in trade / vocational training will be credited by half. One (1) year of experience will be equal to six (6) months, up to a maximum of two years of credit. To satisfy the two (2) years of full time experience you will need a total of four (4) years of experience as a plumber's helper, apprentice or in trade/vocational training.

3. Fluency in English (must be able to speak, read, write, and comprehend).
4. A valid Motor Vehicle Driver License from any US state must be possessed at the time of application.

Note: Proof of meeting the above requirements is necessary before the close of the examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period. New York City residency is not required for employment in this title.

The City University of New York (CUNY)

An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer.

Visit the CUNY website at www.cuny.edu

Description of the Job

Under supervision, performs work relating to the installation, alteration, maintenance and repair of piping for gas, potable water, plumbing and drainage systems; may serve as a licensed plumber and making applications for obtaining permits; knowledge of the New York City & New York State Building code pertaining to Plumbing, and approvals which may be required by rule, regulation and/or statute; performs related work.

Examples of Typical Tasks (list is not exhaustive)

- Installs, maintains and repairs piping for all kinds of water, gas, storm, waste, soil and vent systems.
- Sets, maintains and repairs plumbing fixtures, equipment and appurtenances.
- When necessary, determines and requisitions job materials while work is in progress.
- Supervises and is responsible for the work of Plumber's Helpers.
- In the temporary absence of the supervisor, may perform the duties of that position.
- When assigned as a licensed plumber, obtains written building permits for plumbing work to be performed; conducts and/or witnesses tests on plumbing and gas piping systems; prepares applications, reports, notices and other documents; prepares sketches, drawings and layouts which may be required.
- Knowledge and proficiency of automated systems enough to meet minimally acceptable performance standards.

The Selection Process

By the close of the filing period Friday, December 18, 2009, you must:

Step 1. Complete the application either online at: www.cuny.edu click on **Careers at CUNY, Classified Civil Service**, then **Upcoming Civil Service Exams** then click on the **Exams Xpress** link at the top of the page to apply online or download and complete the paper application.

Note: It is your responsibility to update your contact information. Changes to your name, address, telephone number, or email address will make it difficult for CUNY to locate you.

Step 2. Meet the minimum qualifications (pass/fail). See **Who Should Apply?** Pay your non-refundable filing fee of **\$60** via credit or debit card, U.S. Postal or bank money order, or certified check (made payable to **The City University of New York**). **NO PERSONAL CHECKS WILL BE ACCEPTED.** Mail to:

**CPS Human Resource Services
ATTN: CUNY Plumber #2025 Examination
241 Lathrop Way
Sacramento, CA 95815**

DO NOT RETURN YOUR APPLICATION PACKET TO ANY CUNY ADDRESS.

Submission of fees will not be accepted after the close of the filing period. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must meet the requirements and complete the **Application Fee Waiver Request and Certification Form**. **Your waiver request form must be submitted along with your application by the close of the filing period.**

You must meet the minimum qualifications. If you do not meet the minimum qualifications, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment. You must attest to the accuracy of the information provided in the application process. You must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.

Submission of fees will **NOT** be accepted after the close of the filing period. The filing fee is not refundable.

Step 3. Be scheduled for the written test.

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Step 4. After passing the written test, you may view your score in the CUNY website (www.cuny.edu; click on **Careers at CUNY, Classified Civil Service**, then **View Eligible lists**) once your final banded score has been calculated.

Step 5. A CUNY ELIGIBLE LIST OF APPLICANTS WILL BE ESTABLISHED FOR UNIVERSITY-WIDE HIRING.

Your final score will be determined by the score you receive on the written exam and any veteran's preference credit you receive. Your score will determine the order in which you are certified. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs. The civil service certified lists will be established for the entire University.

It is your responsibility to (if applicable):

Submit all supporting documentation of your claims of veteran's preference credit, your requests for disability accommodation or an alternate date due to Sabbath observance (if applicable).

Notice to Retirees: Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment. CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. For 2009, the annual earnings limitation is \$30,000 per year.

By the close of the filing period Friday, December 18, 2009, **YOU MUST:**

1. Meet the Minimum Requirements stated
2. Submit your completed application before the closing date with fee payment or waiver form

The Written Exam (100% of Final Ranked Rating)

The Written Exam will determine your final score. The exam will cover:

1. Shop Math and Measurement: Taking of, computing, and interpreting measurements from drawings and schematics
2. Reading & Interpreting of blueprints, construction drawings and relevant schematics
3. Knowledge of pipe fabrication and assembly, valves, safety rules and procedures,
4. Hand and power tool use and maintenance

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination.

Release of Scores. Per University regulations, the University does not release raw scores once it has been determined that an applicant failed, or has failed to meet the minimum qualifications for appointment.

Claiming Veteran's Preference Credit

If you pass, you may be eligible for the veteran's preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered must indicate this as part of the electronic application process, download the form, complete it and send it to:

**CPS Human Resource Services
Attn: CUNY Plumber Examination
241 Lathrop Way
Sacramento, CA 95815**

You must submit proof of your eligibility before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation. Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of

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the United States to apply for and be conditionally granted veteran's preference credit.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. **For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
2. **For Sibling Legacy Credit:** if candidate's sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim, which must be addressed to:

**CPS Human Resource Services
ATTN: CUNY Plumber #2025 Examination
241 Lathrop Way
Sacramento, CA 95815**

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.

Appointment Information

Eligible Lists – Once you pass the examination, your name will remain on the certified list of eligibles for up to two years during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization – In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide, within three days of your first day of work, proof of identity and proof of the right to obtain employment in the United States.

Probationary Period – Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations.

Fingerprinting – If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring.

Background Investigation – The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Applicants may call **CPS Human Resource Services at 866.864.1072 ext. 3245** for further information.

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