SEWER CRAWLER
$5167 $6390 PER YEAR

PERSONNEL DEPARTMENT

CITY OF PHILADELPHIA

GENERAL INFORMATION AND INSTRUCTIONS

This section is provided to candidates in simplified summary form so that they may be informed of the rules governing Civil Service examinations. Nothing herein changes or modifies the pertinent Civil Service Regulations which shall govern in all cases.

APPLICATIONS: To be accepted, a completed application must either be filed in person with the Personnel Department, Room 127 City Hall, before the close of business on the closing date specified in this announcement or, if mailed to the above address, must be postmarked not later than the closing date specified. The official application blank provided must be used.

Applications filed late and applications which do not meet the announced minimum requirements will be disapproved. Applications may also be disapproved for falsification or the other reasons provided in the Civil Service Regulations.

REQUIREMENTS: Unless otherwise specified in this announcement, the date used to determine the possession by the candidate of announced minimum requirements shall be the thirtieth day after the last date for filing.

A non-citizen who has filed a petition for naturalization or a non-resident may compete in this examination. However, every person appointed must be a citizen and, unless otherwise specified, must have been a bona fide resident of the City for one year prior to the date of appointment.

EXAMINATIONS: Every applicant will be notified promptly either of the time and place of the examination or of the disapproval of his application.

To be eligible for appointment, a competitor must pass each specified part of an examination. Failing any part will disqualify a competitor from competing in succeeding parts or if the list has already been established, subsequent failure of a specified part will remove the eligible's name from the list.

Unless otherwise specified in this announcement, the minimum passing score on each part will be determined after the candidate's papers have been scored and before the identity of any candidate in that part has been disclosed by opening the identification envelopes. Candidates' scores will be converted into grades on a scale of 100 to 0. A converted grade of 69.5 or higher is a passing grade. Less than 69.5 is a failing grade. Passing competitors' grades are averaged using the announced weights and their ranks on the eligible list are determined by their final averages. In open competitive examinations ten (10) points will be added for approved veterans' preference. In promotion examinations, points will be added for performance ratings.

Every person who takes a part of an examination will be notified in writing of the results not later than the date of establishment of the eligible list.

Every competitor may review his examination papers and, except oral tests, may appeal to the Personnel Director for correction of any error in his rating. Review and appeal of all examinations must be made in the thirty (30) calendar days immediately after the date of mailing of the official notice of results unless a different review period is announced specifically to candidates. Appeals to oral tests are made only to the Civil Service Commission for failing scores and only for the reasons specified in the Regulations.

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PERFORMANCE RATINGS: Each promotion candidate who passes all parts of the examination shall have three points added to his final average if his performance rating is Outstanding or 1½ points added if Superior.

The performance rating to be used for determining such added points and eligibility to compete shall be the latest performance rating *(other than a second month probationary rating)* properly filed with the Personnel Department at least thirty (30) days prior to the date of issue of this announcement.

VETERANS' PREFERENCE: In order to receive the ten (10) points for veterans' preference, an applicant should claim veterans' preference on his application and must submit the original or a photostatic or certified copy of his honorable discharge *with the application, if possible.* A veteran is defined as a person who has an honorable discharge and who served in the armed forces of the United States for some period between April 6, 1917 and November 11, 1918, or between December 7, 1941 and July 26, 1953, or on or after July 1, 1958. Wives and widows of disabled veterans and widows of veterans who died while in service during war time are also entitled to veterans' preference.

ELIGIBLE LISTS: The eligible list(s) resulting from this examination shall continue in force for at least one year and no more than two years. During the second year the list(s) may be cancelled or consolidated with newer list(s) for the same class. An eligible may take subsequent examinations for this class in order to improve his rank or to extend his eligibility without in any way changing or endangering his rank on the former list.

When a vacancy occurs, the top two names on the appropriate eligible list are certified to the appointing authority who may choose either except that if one of the two is a veteran, he must be chosen. The name not chosen is returned to the eligible list to be certified to the next vacancy. An eligible may decline appointment to permanent positions twice without affecting his eligibility. In addition, an eligible may specify work locations in which he is not interested or may request the Personnel Department to suspend his eligibility temporarily.

LOYALTY OATH: Immediately after entrance on duty, each employee is required to sign a loyalty oath and a loyalty questionnaire. Both are subject to severe penalties for falsification. The questionnaire inquires into past or present membership in Communist and Fascist organizations. Failure to sign invalidates the appointment.

MISCELLANEOUS: The required medical examination and the psychiatric examination when required, are ordinarily given immediately prior to appointment but may be scheduled at other times before or after the establishment of the eligible list. Re-examination in the case of remediable medical conditions may be permitted during the life of the eligible list.

All appointees will be fingerprinted and if a record of criminal convictions is discovered, may be dismissed during the probationary period.

Persons attaining permanent status in this job classification shall be required to become members of the American Federation of State, County and Municipal Employees, AFL-CIO, District Council 33, in accordance with the provisions of an Ordinance *(Bill #656)* of the City of Philadelphia.

Every person appointed or promoted shall serve a probationary period of six months before attaining permanent status.

The Personnel Department assumes no responsibility for any accident or injury to candidates during the course of any part of the examination.

SEWER CRAWLER — EXAM. NO. O-8380

SALARY RANGE: $5167 - $6390 PER YEAR

(New employees will be appointed at the minimum salary)

DUTIES:

Performs semiskilled work in the examination, maintenance and minor repair of sewers and related structures; crawls through sewers to check interior conditions, to locate sewer leaks and breaks, or to measure predetermined distances; reports defective conditions and related sewer information; and assists in the corrective measures for defective conditions; performs minor cement-patching to rat-holes or other small defects; replaces broken or missing bricks; crawls under traps and structures; and performs a variety of manual labor tasks in connection with such repairs; cleans inlets, manholes and sewer structures with a shovel and bucket and straight nozzle hose; unchokes sewer structures by ramming area with connected wooden rods, by guiding a machine-operated rodding into the structure, or by using a creeping nozzle hose; inspects sewer connections; determines the cause of cave-ins and sewer leakage; digs streets with a pick and shovel and shores area for safe evacuation using lumber and small hand tools; mixes mortar for sewer repairs and crawls in sewer structure repairs; and performs related work as required.

REQUIREMENTS:

1. One year of experience as a helper or laborer actively engaged in constructing, repairing or maintaining sewer structures;

and 2. Ability to read and write English;

or 3. Any acceptable equivalent combination of experience.

VACANCIES:

There is one immediate vacancy. It is expected that approximately four appointments will be made during the life of the eligible list established as a result of this examination. There are eleven present positions in this class in the City service.

EXAMINATION: Will be related to the duties of the position and will include the following:

Parts	Weights
Perfromance Test	100%

NOTE:

Part of the performance test for this position will consist of a test to determine the candidate's ability to crawl through a sewer pipe 18 inches in diameter.

ELIGIBLE LISTS: Only an open competitive eligible list will be established as a result of this examination. Permanent City employees who compete will receive no promotional preference in this examination.

APPLICATIONS FOR THIS EXAMINATION MAY BE OBTAINED IN ROOM 127, CITY HALL

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS DECEMBER 11, 1968

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