

DSNY EMERALD SOCIETY STUDY SESSION # 4

Chapter 1

- S/W's are responsible for having their current telephone number and residence on file. S/W's who do not have a phone must contact their respective headquarters for instructions.
- S/W's residing outside the city limits must contact their respective Headquarters for instructions. S/W's residing within city limits will be contacted and given instructions.
- S/W's assigned to Special Emergency lists must call their work locations during snow alert. Failure to comply will result in removal from the emergency list and issuance of a complaint.
- During a snow alert and or snow emergency when severe weather conditions have been forecasted radio and television bulletins will be broadcasted over NY air waves if this occurs it will be mandatory for all Sanitation Workers and Supervisory personnel to call their work locations for orders.
- S/W's who receive instructions on their answering machines will be considered contacted.
- Refusal to work will not be accepted. Failure to comply with this order will result in disciplinary action. Disciplinary complaints or violations of this order must be forwarded immediately through channels to the Dept. Advocates Office.
- District Superintendent's will have control in the selection of personnel for the day and night shift assignments with the following duties. Supervisor Snow Inspectors, Supervisors for Loading Supv. for Hired trucks, S/W's for truck measurers loading and dump supervisors for hired snow removal, timekeepers for inspection of snow laborers, clerks for emergency snow laborers payrolls, dump supervisor for hired trucks, snow loader operators, FEL & Spreader operators. Department employees selected for to perform special duties during snow removal will be trained by Instructors from the training Center. FBF.

Chapter 3

- Starting the third Monday of October exclusive of Sunday/holidays section stations and garage facilities will be open from 1100hrs to 1230hrs for registration of Emergency Snow Laborers
- No applicant will be rejected on the basis of race, color, religion, sex, age, national origin, handicap disability, sexual orientation, affection preference or political orientation and no questions on the subjects will be asked. Violations of EEO PAP 2005-03 shall be made the basis of disciplinary action.
- **ONLY TWO QUESTIONS CAN BE ASKED OF THE APPLICANT:**
Are you eligible to work in the US on a full time basis?
What is your date of birth – if under 18 years of age the individual can not be employed?

- Each applicant will be required to furnish two unmounted photos one and a half inches in diameter. (pass port photo)
- Applicant to furnish – SS card (NO CARD NO EMPLOYMENT) DOUMENTATION WILL BE ATTACHED TO – I-9 FORM If applicant can not furnish documentation individual can not be employed.
- Complete following forms: employment Eligibility Verification (Form I-9), IT-2104 NYS employee withholding allowance certificate, Form W-4 Employee withholding allowance certificate, SR-10 (11/93) Registration of emergency snow laborers & SR-8 (11/93) Emergency Snow Laborers registration card.
- Placards SR 42 Emergency Snow Laborers wanted announcing registration of laborers will be displayed in windows of all department premises commencing OCTOBER 15 and until registration is completed. Remaining placards will be removed from all locations on March 15th each year.
- When notification is issued to hire snow laborers Supervisory personnel will notify laborers. Laborers will be employed in numerical order according to their place on the registration list.
- Laborers will be notified at the time of registration that pay checks will be available 4-6 weeks from the completion of work – provided all documentation is submitted in an accurate and timely manner.
- Rate of pay will be established by the commissioner.

Chapter 4

- The D/S will designate uniformed employees to act as squad leaders for the purpose of overseeing emergency snow laborers.
- The D/S will be held responsible for all emergency snow laborers hired in their district.
- D/S will ensure laborers are inspected and checked at least once in the am period and once in the PM period by the field officer or snow inspector and indicate on the SR 2 the amount of snow laborers working. D/S will spot check as many crews as possible during the day.
- Supervisor will call snow laborers in ascending numerical order, off the registration numbers of emergency laborers until quota is met.
- The Supervisor and snow clerk will begin with the next registration number for future hires.
- Priority for snow laborers crosswalks, intersections and corner caps (15 laborers per squad) Bus stops and fire hydrants.
- Snow laborers MUST keep in their procession – Registration card.
- Any laborer who is missing, under the influence, loafing, insubordinate, drinking alcoholic beverages etc. will be subject to immediate dismissal and will not be allowed to work.
- Any laborer who has lost their registration card (SR-18) or the picture affixed to thereon, shall not be employed until a new picture or registration card is produced. If registration card is lost the laborer can not be hired until re

registered and issued a new registration card bearing the same registration number, marked DUPLICATE. An entry will be made on the SR-10 Registration of emergency laborers,

Chapter 5

- First Monday in Oct garage supervisors are to begin lifting devices for snow plow work. Completed by 1st Monday of Nov.
- Plow blade lifted and lowered at least 5 times to make sure it operates.
- The plow shall be raised and left in the raised position for at least 3 minutes to ascertain if any leaks exist in the system.
- The FEL's are to be started weekly and air breaks bled. Same for spreaders & flushers.
- Fuel tanks are to be full to prevent condensation.
- Once spreaders are unloaded and cleaned a mixture of 3 parts hydraulic 1 part diesel will be put on the conveyor chain.

Chapter 6

- ❖ Large V plows cutting edge are to be 2 inches of the ground when deployed. This plow has no trip piston.
- ❖ V plows are ideal for plowing highway and plowing heavy snow.
- ❖ They are built rugged for tough deep snow, bucking drifts opening up blockades or widening cuts.
- ❖ Cutting edges, wear shoes, and curb bumpers are checked at the beginning and end of each plow shift.
- ❖ The cutting edge will be changed when it becomes worn to $\frac{3}{4}$ of an inch of the moldboard or when damaged.
- ❖ Worn parts are to be recycled.
- ❖ Squads of 2 to 8 S/W's are assigned to manual clearing of crosswalks, intersections, bus stops, fire hydrants stairway streets and pedestrian overpasses
- ❖ Clearing will commence once weather forecasts indicate above freezing temps will prevail.

Notes:

Plow blades should be at ground contact when vehicle is idle – lunch, rest periods between shifts etc.

**DSNY EMERALD SOCIETY
SUPERVISOR STUDY SESSION # 4**

Sanitation workers with no phone listed with the Dept. must call for their orders in the event of snow outside of regular work hours

True or False

Sanitation Workers living outside City limits Must contact their respective Headquarters in the event of snow outside of regular work hours?

True or False

If a S/W is contacted via answering machine by the Dept. is this considered as the S/W being contacted?

True or false

If an employee is contacted to report for duty, the employee refuses and fails to comply with the order, subject will be issued disciplinary action. Where will the complaint be heard?

- | | |
|---------------------------------|---|
| a- BCAD trials | b- Chief of Bureau Operations Office |
| c- The Advocate's Office | d- OATH |

During a snow event when can Snow laborers be employed?

- a- Dept is full force**
- b- Manhattan gets more snow than other zones**
- c- when all boroughs fall behind on snow clearing.**
- d- DSNY Commissioner signs consent to hire**

When replacing a plow blade, the length of the blade should be worn to within _____ of the mold board?

- | | | | |
|------------------------------------|-------------|------------------------------------|-----------------|
| a- $\frac{3}{4}$ | b- 1 | c- $\frac{1}{2}$ | d- 1-1/4 |
|------------------------------------|-------------|------------------------------------|-----------------|

Who is responsible to declare a Snow Emergency?

- a- DSNY Commissioner**
- b- DOT Commissioner'**
- c- 1st Deputy Mayor**
- d- Mayor of NYC**

What time is the garage/section open to register applicants for emergency snow laborers?

- a- 0930-1100 b- 1000-1130 c- 1100-1230 d- 1130-1300**

When does the Dept commence hiring Emergency Snow laborers?

- a- 1st Monday in Oct c- 3rd Monday in Oct
b- 2nd Monday in Oct d- None of the above**

When registering Emergency snow laborers what is the minimum age one can register?

- a- 17 b-18 c- 16 d- 21**

All registrants must provide how many photos when registering for employment?

- a- 1 b-2 c-3 d-none**

When are Snow Laborer Wanted placards removed from facility windows?

- a-Dec 31 b-March 15 c-April 15 d-once quota of laborers are met.**

According to the DSNY Snow manual, how many times should a plow be lifted when testing plow jack?

- a- 3 b-4 c-5 d-2**

According to the DSNY Snow Manual, how many minutes should the plow be kept in the raised position to check for leaks?

- a- 2 b- 3 c-5 d-4**

When assigning a Large V Plow how many inches is the plow to be raised off the ground?

- a- 1 b-3 c-4 d-2**

