



MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

AUTO MACHINIST EXAM. NO. 6057

WHEN TO APPLY: From: March 7, 2007 **APPLICATION FEE:** \$60.00
To: March 27, 2007 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 23, 2007.**

WHAT THE JOB INVOLVES: Under supervision, Auto Machinists rebuild, repair, and maintain machine parts for automotive, construction and special equipment powered by internal combustion engines. They repair and rebuild internal combustion engines, transmissions and rear ends; operate automotive repair power equipment such as lathes, drill presses, crankshaft grinders, cylinder borers, valve grinders, etc.; reclaim salvageable automotive equipment; work with drawings; work with and operate testing equipment and measuring instruments; supervise and train assigned personnel; prepare reports and orders; maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Auto Machinists and environmental conditions experienced are: walking to and from various machines and tool storage areas; climbing stairs to get to various work areas; climbing around and over various objects; driving vehicles before and after they are repaired; standing upright for an extended period of time while operating machine tool equipment; reading small numbers and markings for precision measurements; using sight and hearing to protect oneself from moving vehicles and rotating machine tool equipment; listening to supervisor's instructions and communicate orally in a noisy environment; walking over greasy concrete surfaces; working in areas that are dusty, dark and contain traces of vehicle exhaust gases; working in cramped areas inside and under automotive bodies; lifting metal objects weighing up to 60 pounds; and working in areas where there are strong odors from grease, lubricants, solvents or garbage.

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

(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 \$32.44 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

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 ten years as a machinist in the repair and maintenance of internal combustion automotive engines and component parts; or
2. at least two and one-half years of full-time satisfactory experience as described in "1" above acquired within the last ten years, plus sufficient full-time experience as a machinist helper or an apprentice machinist, or training of a relevant nature acquired in an approved trade school, technical school or vocational high school, to make up the equivalent of the remaining required experience.

The apprenticeship must be recognized by the New York State Department of Labor, the U.S. Department of Labor or any apprenticeship council which is recognized by the U.S. Department of Labor. The schooling must be approved by a state's Department of Education or comparable agency.

Each year of helper or apprentice experience, or approved schooling is equivalent to six months of satisfactory experience up to a maximum of two and one-half years of satisfactory experience.

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

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

REQUIRED FORMS:

- 1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections **A.1 through A.3, B, C and D**. 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.
- 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**" 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.

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 operation and construction of internal combustion engines and automotive components; basic mathematics; machine shop instruments and metals and other related areas.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test. In the qualifying practical test, you may be required to read plans and specifications and fabricate a work sample. A score of at least 70% is required to pass the qualifying practical test.

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 RESULTS: If you meet the education and experience requirements and pass the multiple-choice test and the practical 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 Commercial Driver License: If you have a Class B Commercial Driver License that is valid in the State of New York with no restrictions which would preclude performance of Auto Machinist work, you may be considered for promotion 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 instruction given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Class B Commercial Driver License for the duration of your employment. This requirement may be met at any time during the duration of the eligible list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination-UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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.

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

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92505; Skilled Craftsman and Operative Service

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