



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

INSPECTOR (ELEVATOR)

Exam. No. 0124

WHEN TO APPLY: From: June 2, 2010
To: June 22, 2010

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS
(EXAMS) or payable online by credit card, bank
card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, November 6, 2010.**

WHAT THE JOB INVOLVES: Inspectors (Elevator), under general supervision, perform technical work in the inspection of the construction, alteration, capacity and safety of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumb-waiters, wheelchair lifts, conveyors, personal hoists and amusement devices, for compliance with the provisions of the building code and with pertinent laws and regulations; within an assigned district, they periodically and in response to complaints about hazardous conditions, inspect the condition and functioning of all parts of elevators, including shafts, ropes, cables, rails, beams, switches, doors, gears, motors, controllers, pumps, governors, safeties, automatic stops and other appurtenances; witness mandatory tests of safety devices and safety tests on all high speed elevators; inspect the installation and alteration of such equipment and devices to determine if the work is performed in a workmanlike manner and in compliance with approved plans and specifications and witness final testing of new equipment; issue notices of violation, or if condition of equipment is deemed dangerous, may order discontinuation of the elevator service; make re-inspections of pending violations and recommend appropriate action; make survey changes of occupancy where it pertains to safety features of the elevators; perform audit inspections to verify the work being performed or certified by outside elevator agencies; prepare related reports; may operate a motor vehicle in the performance of assigned duties; may supervise and train Apprentice Inspectors (Elevator); may assist an Associate Inspector (Elevator). All Inspectors (Elevator) perform related work.

Special Working Conditions: Inspectors (Elevator) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Inspectors (Elevator), and environmental conditions experienced are: Standing for extended periods of time; walking during the course of inspections, ascending and descending ladders and stairs to get to areas of inspection; climbing to exterior roof of elevator car or into elevator pit; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; distinguishing colors; being exposed to high places, working in confined spaces with moving objects, and working outdoors in all types of weather.

(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 \$45,162 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. 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."

You may be given the test before we verify 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.

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 within the last 15 years in the actual assembly, installation, repair or design of elevators; or as a maintenance elevator mechanic with a recognized elevator manufacturer; or as a maintenance elevator mechanic working on various standard makes of elevators; or
2. Three years of experience as described in "1" above, and two years of education from an accredited college or university accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), technical school or trade school approved by a state's Department of Education in courses in or directly related to the installation, repair or design of elevators; or
3. Satisfactory completion of the three-year apprenticeship elevator inspection program approved by the Commissioner of the Department of Buildings and the Commissioner of the Department of Citywide Administrative Services and either two years of experience as described in "1" above or two years of education as described in "2" above; or
4. A license as a professional engineer or a registration as an architect valid in the State of New York.

Residency Requirement Advisory: City residency is not required for this position.

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.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

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:** Fill out Sections **A.1 (if applicable), A.3 (if applicable), A.4 (if applicable), A.6 (if applicable), B and C (if applicable)**. 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 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. **If you are applying online**, follow the online instructions.
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 Services Section, 1 Centre Street, 14th Floor, New York, NY 10007 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 elevators, escalators and other lifting and moving devices (i.e., amusement rides, wheel chair lifts, dumbwaiters, etc.), their functions and applicable code requirements and laws; electrical, mechanical, hydraulic principles, and safety practices as applied to elevators, escalators, and other lifting and moving devices; job-related numeric calculations; written expression; reading comprehension; the ability to apply rules to specific problems to come up with logical answers; the ability to think of possible reasons why things go together based on separate pieces of information; 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.

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:

If you qualify, you may be given preferred consideration for positions through a process called Selective Certification. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in Selective Certification. The requirements for Selective Certification may be met at any time during the duration of the list. If you want to be considered for a Selective Certification and meet the 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.

Selective Certification for Driver License: If you have a motor vehicle driver license valid in the State of New York, you may be considered for appointment to positions requiring this license. If you are appointed through Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.

Selective Certification for Special Patrolman: If you have Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) you may be considered for appointment to positions requiring this status. The following requirements must be met to qualify for Special Patrolman status:

- must be twenty one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offense against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed through Selective Certification for Special Patrolman will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through this Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you are appointed through Selective Certification for Special Patrolman, you must maintain your Special Patrolman status (including New York City residency) for the duration of employment in that position.

Selective Certification for Qualified Elevator Inspector (QEI): If you have a current qualified elevator inspector certification through an agency accredited by the American Society of Mechanical Engineers (ASME) you may be considered for appointment to positions requiring this certification. If you are appointed through Selective Certification, you must maintain your QEI certification for the duration of employment in that position.

Selective Certification for National Association of Amusement Ride Safety Officials (NAARSO): If you have a current national association for amusement ride safety officials certification (NAARSO) you may be considered for employment to positions requiring this certification. If you are appointed through Selective Certification, you must maintain your NAARSO certification for the duration of employment in that position.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 31624;

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