



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

DONALD P. BROSEN
 Acting Commissioner

NOTICE OF EXAMINATION

ASSOCIATE PARK SERVICE WORKER
Exam No. 1003

WHEN TO APPLY: From: November 3, 2010
 To: November 23, 2010

APPLICATION FEE: \$40.00
 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, March 26, 2011.**

WHAT THE JOB INVOLVES: Associate Park Service Workers, under supervision, perform, or supervise performance of, work in areas of park maintenance and operations. They may operate vehicles and various other types of motorized equipment incidental to the performance of duties and/or operate heavy-duty motorized equipment on a full-time basis; perform various aspects of landscape and gardening work using power gardening tools and equipment; perform cleaning and repair work on park monuments and park grounds; operate and maintain a chlorination, coagulation and/or filtration plant used in purification and chemical treatment of water; and perform record-keeping and report writing activities related to the functions of the Department of Parks and Recreation. All Associate Park Service Workers perform related work.

Special Working Conditions: Associate Park Service Workers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Park Service Workers and environmental conditions experienced are: lifting heavy objects; climbing in and out of heavy-duty motorized vehicles; standing and walking for extensive periods of time; bending and stooping; and working outdoors in all kinds 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 \$38,305 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, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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 **by mail only.**

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. It 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 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period**, you must have:

1. A four-year high school diploma or its educational equivalent and 6 months of full-time satisfactory paid experience in gardening, grounds or tree maintenance, or in the building, construction or maintenance trades; or
2. One year of full-time experience in gardening, grounds or tree maintenance, or in the building, construction or maintenance trades.

Driver License Requirement: At the time of appointment, you must possess a Class B Commercial Driver License (CDL) with no restrictions valid in the State of New York. Serious moving violations, license suspension, or accident record may disqualify. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Associate Park Service Worker. You will be examined to determine whether you can perform the essential functions of the position of Associate Park Service Worker. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

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

Residency Requirement: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to the position. Since residency requirements vary by title, appointing agency, and length of service, consult the **appointing agency's** personnel office at the time of appointment interview to find out if City residency is required.

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.

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, A.2, 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. **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. Be sure to write your examination number and Social Security number on each of the remaining pages of this form. **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.

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 this test. The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Associate Park Service Worker. Task categories which may be included on the test are as follows: Operating Vehicles and/or Machinery; Supervising of Personnel; Cleaning and Removal Duties; Maintenance and Repair Work; Workplace Safety and Customer Service; standards of proper employee ethical conduct; and other related areas.

The multiple-choice test will include questions which may require the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 written 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 employment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

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.

Selective Certification for Possession of Class A Commercial Driver License valid in the State of New York: If you possess a Class A Commercial Driver License valid in the State of New York, you may be considered for appointment to positions requiring this license through a process known as 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 this Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to DCAS Bureau of Examination - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your Social Security number on your correspondence.

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. 81106; The Parks Operation and Maintenance Service

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