



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

REQUIRED FORM
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT)

Exam No. 2506

AMENDED NOE MARCH 21, 2012

WHEN TO APPLY:	From: January 4, 2012 To: January 24, 2012	APPLICATION FEE: \$96.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
THE TEST DATE: The multiple-choice test is expected to be held on Saturday, April 28, 2012.		

The NOE is amended to add an additional Selective Certification for Department of Transportation.

WHAT THE JOB INVOLVES: Supervisors of Mechanics (Mechanical Equipment) under general supervision or direction, supervise, direct and are responsible for the work of assigned personnel in connection with the repair, overhaul and maintenance of various types of mechanical equipment, motor vehicles and automotive equipment; supervise assigned personnel; prepare work schedules and assignments; make decisions relative to methods of doing work; may interpret mechanical drawings; make inspections and check work progress; make recommendations and suggestions regarding the purchase of production machinery; ensure that an adequate supply of proper parts is maintained in all stockrooms; initiate purchase of parts and equipment; contact vendors to ensure that parts, materials and equipment are made to specifications and will be delivered on time; ensure that equipment needs are met in assigned area; are responsible for the maintenance, repair and safeguarding of assigned equipment; develop, recommend and implement productivity and cost saving measures; enforce health and safety precautions; keep records, write reports, and uses a computer system as necessary; operate motor vehicles in the performance of assigned duties. All Supervisors of Mechanics (Mechanical Equipment) perform related work.

Some of the physical activities performed and environmental conditions experienced by Supervisors of Mechanics (Mechanical Equipment) are walking to and from buildings; walking around garage floor; climbing and descending ladders or stairs; climbing around and over various objects; standing or sitting for extended periods of time; communicating orally; working in confined areas that may be noisy, dusty or dirty.

Special Working Conditions: Supervisors of Mechanics (Mechanical Equipment) 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 \$92,899 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. 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, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the to file for this examination online, submit a money order, or obtain a paper application for this examination. The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Note: The Computerized Testing Centers will be closed on Monday, January 16, 2012.

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Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers (listed above) and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. 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." DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE THE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Auto Machinist, Auto Mechanic, Auto Mechanic (Diesel), Electrician (Automobile), or Machinist; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility.

You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

This examination is also open to employees who were appointed to an eligible title pursuant to the New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

REQUIREMENT TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension, or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

FOR DEPARTMENT OF SANITATION and DEPARTMENT OF TRANSPORTATION ONLY: You will be required to obtain a New York State **Class B** Commercial Driver License with no restrictions, within ninety days of promotion. This New York State **Class B** Commercial Driver License with no restrictions must be maintained for the duration of your employment.

You must pass a drug and alcohol screening in order to be appointed to the Department of Sanitation or the Department of Transportation, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment as a Supervisor of Mechanics (Mechanical Equipment).

Drug Screening Requirement: Candidates who are considered for appointment to positions through Selective Certification must pass a drug screening in order to be appointed.

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, New York, NY, 10007, to obtain a duplicate card.

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THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

Written Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Supervisor of Mechanics (Mechanical Equipment). Categories to be tested may include questions on:

1. Consulting and Advising
2. Cost Projections and Estimates
3. Discipline / Conflict Resolution
4. Emergencies / Unusual Incidents
5. Evaluations of Staff and Work
6. Inspections of Personnel, Equipment and Facilities
7. Record Keeping / Report Writing / Review of Paperwork
8. Prioritizing and Scheduling / Coordinating Work
9. Written Comprehension and Communication
10. Technical Expertise / Specifications and Research
11. Training / Development of Staff
12. Technical Knowledge; Safety Considerations
13. Job Related Mathematics; Mathematical Reasoning
14. Principals of Supervision
15. Personnel Policies and Procedures; Standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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.

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.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License:

If you have a **Class B** Commercial Driver License that is valid in the State of New York, 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 instructions in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you are promoted through Selective Certification, you must maintain your Class B Commercial Driver License for the duration of your employment. Your Class B Commercial Drivers License will be checked by the appointing agency at the time of appointment. 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 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 Class A Commercial Driver License:

If you have a **Class A** Commercial Driver License that is valid in the State of New York, you may be considered for promotion to positions within the Department of Transportation 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 instructions in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. Your Class A Commercial Drivers License will be checked by the appointing agency at the time of appointment. 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 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. If you are promoted through Selective Certification, you must maintain your Class A Commercial Driver License for the duration of your employment.

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Selective Certification for Positions Requiring Marine Engineering Experience

You may be considered for promotion to positions within the Department of Transportation through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. If you have at least two years of full-time satisfactory experience in the repair, overhaul, and maintenance of marine propulsion engines rated at 1,000 horsepower and above; and with marine propulsion systems, including shafting, bearings, steering gears, and propeller systems, you may be given preferred consideration for positions requiring this experience. Your Marine Engineering Experience will be checked by the Department of Transportation at the time of appointment. 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 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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, NY, NY 10007.

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Title Code No. 92575; Special Crafts and Operational Occupational Group

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