



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

REQUIRED INFORMATION
APPLICATION EDUCATION AND EXPERIENCE TEST

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO HIGHWAY REPAIRER
 Exam No. 4513

WHEN TO APPLY: From: October 2, 2013 **APPLICATION FEE: \$91.00**
 To: October 22, 2013

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Highway Repairers, under direct supervision, perform roadway maintenance and repair work with asphalt and concrete mixes; operate motorized vehicles and equipment, including snow removal equipment. They lay sheet asphalt, asphaltic concrete and other types of asphaltic pavement by raking, tamping, smoothing, top shoveling or laboring; paint edges of cuts, curbs and manholes with hot asphaltic cement; using portland cement, epoxies, etc., perform sidewalk and other concrete construction and repair work, exclusive of finishing; cut out defective areas for patching, utilize hand or power driven tools to break surfaces, lay foundations, shore and sheet excavations, perform mud-jack operations, and fill or refill road depressions and excavations with tar and oils; perform general laboring work unrelated to paving operations, such as snow removal, when weather conditions do not permit such operations; operate one or more types of motorized vehicles and various types of portable or towed power equipment and attachments as required in the above mentioned maintenance operations; perform routine, general maintenance of vehicles; clean interior and exterior of vehicles, change wheels and tires, and check oil and fuel levels, lights, horn and brakes; report mechanical defects and accidents in which vehicles may have been involved; responsible for all tools, supplies, materials, and equipment transported by assigned vehicles; load and unload all transported items; may prepare trip reports; keep job records; prepare requisitions for materials in accordance with job requirements; may supervise assigned personnel; perform incidental laboring tasks as directed by supervisor; perform such other general laboring tasks as required by the Commissioner of Transportation. All Highway Repairers perform related work.

Some of the physical activities performed by Highway Repairers and environmental conditions experienced are: Lifting and carrying bags of concrete and sand; shoveling, mixing, raking, tamping concrete, sand, stone, asphalt and other material; operating hand and power tools; excavating; operating motorized vehicles; loading and unloading of all transported items; working outdoors in all kinds of weather.

Special Working Conditions: Highway Repairers 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 \$315.68 per day. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 information. 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 a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computerized Testing and Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

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

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The Computerized Testing and Applications Centers will be closed on Monday, October 14, 2013.

Special Circumstances Guide: The special circumstances guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing and Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."
ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee in the Department of Transportation who **on the last day of the application period:**

- (1) is or has been employed in the labor class title of Assistant City Highway Repairer; and
- (2) is not otherwise ineligible.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above and you must be employed in the eligible title as indicated in the above "Eligibility To Take Examination" section. Additionally, at the time of promotion you must have been employed by Department of Transportation as an annual employee in the title of Assistant City Highway Repairer for a period of not less than three years.

REQUIREMENTS TO BE PROMOTED:

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

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections B and C of the test**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

THE TEST: You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

If you have additional satisfactory full-time experience as an annual employee in the title of Assistant City Highway Repairer at the Department of Transportation for:

You will receive:

At least 1 year, but less than 2 years	10 points
At least 2 years, but less than 3 years	20 points
3 or more years	30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **You must indicate in one of the boxes of the Education and Experience Test the date which you became an annual Assistant City Highway Repairer.**

You must clearly specify in detail all of your relevant experience on your Experience Test and submit it by the end of the application period. You will not receive credit for experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your experience once the application period has ended.

Experience must be obtained by **the last day of the Application Period**.

THE TEST RESULTS: If you pass the experience 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:

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computerized Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92406; Skilled Craftsman and Operative Service.

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