



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

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

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

**ELECTRICIAN
 Exam. No. 6034
 (For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)**

WHEN TO APPLY: From: October 4, 2006 To: October 24, 2006 **APPLICATION FEE: \$60.00**
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, February 3, 2007.**

WHAT THE JOB INVOLVES: Electricians, under direction, perform work on the installation, repair and maintenance of high or low tension electrical systems for light, heat, power and communications in or on buildings, structures and highways; may serve as a special electrician, making applications and obtaining permits and approvals required by rule, regulation and/or statute; prepare reports and maintain records; install, repair, replace and maintain electric wiring systems and components, equipment and apparatus in or on buildings and structures in accordance with the New York City Electrical Code, pertinent plans, specifications and job orders; install, repair, replace, and maintain electric wiring and equipment, traffic signals and controllers; install conduits, raceways and electrical conductors; conduct tests on existing installations to determine faults and make necessary repairs; when assigned as a special electrician, obtain permits for electrical work to be preformed; conduct and/or witness tests on electrical wiring systems, equipment and/or appliances; prepare applications, reports, notices and other documents; prepare required sketches, drawings and layouts; keep job and other records; in the temporary absence of the supervisor, may perform the duties of that position; supervise assigned personnel; may drive motor vehicles; and perform related work.

Some of the physical activities performed by Electricians and environmental conditions experienced are: reading meters and instruments in dimly lit areas; climbing and descending ladders; working in areas of hot temperatures and poor ventilation; using both hands to work overhead; using hand held tools to prepare wires and conduit for installation; carrying tools and equipment up and down stairs.

(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 \$44.00 per hour for a 35 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 as an electrician acquired within the last fifteen years; or
- (2) At least three years of full-time satisfactory experience as an electrician acquired within the last fifteen years and sufficient satisfactory experience as an electrician's helper or apprentice electrician or training in the electrical field acquired in an approved trade or technical school or vocational high school to make up the equivalent of the remaining experience. Six months of acceptable experience will be credited for each year of such helper experience, apprentice training or training in the electrical field.

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

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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.

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.

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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1, A.2, A.3, and B. 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 "**course-by-course**" evaluation (which includes 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: A.C. and D.C. circuits, machinery and applied electronics; the New York City Electrical Code; electrical diagrams and specifications; electrical calculations; methods and procedures for the installation, alteration, maintenance, and repair of electrical wiring and equipment; installation of conduit; tools, fittings, materials, measuring instruments and meters used in the Electrician's trade; principles of supervision; record keeping; preparation of reports; safety; and other related areas.

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, 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 Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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 given in the test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Special Electrician License: After appointment, some incumbents may be assigned as a Special Electrician. When assigned as a Special Electrician, incumbents must possess and maintain the license(s) and/or certificate(s) required to perform these duties.

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.

This examination is for all agencies under the jurisdiction of DCAS and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Electrician in HHC you must submit a separate application and fee for Exam. No. 6087 from October 4, 2006 through October 24, 2006.

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. 91717; Skilled Craftsman and Operative Service.

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