



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

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR OF MECHANICS Exam. No. 9551

WHEN TO APPLY: From: December 1, 1999 **APPLICATION FEE: \$60.00**
To: January 4, 2000 *Payable only by money order to D.C.A.S. (EXAM.)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday March 4, 2000.**

AMENDED NOTICE - DECEMBER 22, 1999

This Notice of Examination is amended as follows:

1. Maintenance Worker is added to **ELIGIBILITY TO TAKE EXAMINATION;**
2. Eligibility is extended to CUNY employees; and
3. Filing is extended to January 4, 2000.

WHAT THE JOB INVOLVES: Supervisors of Mechanics, under general direction, supervise the maintenance, alteration, repair, erection and dismantling of structures and equipment pertinent to departmental operations. They prepare work schedules and assignments; prepare and/or supervise the preparation of material take-offs from plans and specifications of field measurements; estimate annual budget requirements; prepare job orders and requisitions materials; inspect job sites and equipment to determine the need for repair, alteration and maintenance; check jobs in progress and completed work assignments for compliance with work standards, job orders, codes and/or specifications; may be in charge of a central shop; keep records and prepares reports; and perform related work.

(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 \$35.20 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services and the City University of New York (CUNY) who **on the date of the multiple-choice test:**

(1) is permanently (not provisionally) employed in or appears on a preferred list for the title of Supervisor of Ironwork; or

(2) is permanently (not provisionally) employed in or appears on a preferred list for the title of Supervisor Bricklayer, Supervisor Carpenter, Supervisor Door Stop Maintainer, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Furniture Maintainer, Supervisor Glazier, Supervisor Locksmith, Supervisor Machinist, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, Supervisor Sheet Metal Worker, Supervisor Steamfitter, Supervisor Thermostat Repairer, Supervisor (Window Shade Repairer), Supervisor of Traffic Device Maintainers, Blacksmith, Boilermaker, Bricklayer, Carpenter, Cement Mason, Clock Repairer, Door Check Repairer, Door Stop Maintainer, Electrician, Elevator Mechanic, Furniture Maintainer (Finisher), Furniture Maintainer (Woodwork), Glazier, Locksmith, Machinist, Maintenance Worker, Marble Setter, Painter, Plasterer, Plumber, Radio Repair Mechanic, Roofer, Senior Sewage Treatment Worker, Senior Stationary Engineer, Senior Stationary Engineer (Electric), Sheet Metal Worker, Stationary Engineer, Stationary Engineer (Electric), Steamfitter, Thermostat Repairer, Welder; and

(3) is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Permanent employees listed under (2) above are admitted to this examination on a collateral basis. This applies to this examination only, and is not to be considered a precedent for future examinations.

If you do not know your permanent title or whether you are on a preferred list, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before a review of your eligibility.

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 such title at the time of promotion.

REQUIRED FORM(S):

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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass the 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 1/2 point for each three months of completed, permanent, continuous service with the City of New York or City University of New York in competitive class titles. Your service will be credited through the date of the multiple-choice 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. The multiple-choice test may include questions on administration including planning, estimating of jobs and priorities, supervising and scheduling; technical knowledge; report writing; safety; and standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Driver License Requirement: Eligibles in the Board of Education must have a driver license valid in the State of New York at the time of appointment. This license must be maintained for the duration of employment.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner, or by the Vice Chancellor For Faculty And Staff of the City University of New York.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** 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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

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."

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, 2 Washington Street, 17th floor, New York NY, 10004, 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 Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York and the City University of New York are Equal Opportunity Employers.

Title Code No. 90774; Skilled Craftsman and Operative Service

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.ci.nyc.ny.us/html/dcas/home.html**