



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

**REQUIRED FORMS**

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO TRAFFIC DEVICE MAINTAINER  
Exam. No. 1517**

**WHEN TO APPLY:** From: March 6, 2002      APPLICATION FEE: \$35.00  
To: March 26, 2002      Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** Multiple-choice test expected to be held on Saturday, June 15, 2002.

**WHAT THE JOB INVOLVES:** Traffic Device Maintainers, under direct supervision, prepare, install, maintain and repair vehicular traffic control devices; and perform related work.

Some of the physical activities performed by Traffic Device Maintainers and environmental conditions experienced are: curbside walking to inspect parking meters; bending and stooping during inspections; climbing ladders to inspect, remove and/or replace traffic control devices; operating all kinds of hand and motorized tools; driving a motor vehicle; 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 \$34,936 per annum. 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Transportation who **on the date of the multiple-choice test:**

- (1) is permanently employed in or appears on a Preferred List (see Note, below) for the labor class title of City Parking Meter Service Worker; 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 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 and your test paper(s) will not be rated.

**EDUCATION, EXPERIENCE, AND TRAINING REQUIREMENTS:**

- (A) Successful completion of the Traffic Device Skills Program; or
- (B) Two years of full-time satisfactory experience using hand and/or power tools to assemble, repair, maintain and/or install mechanical and/or electrical devices; or
- (C) A four-year high school diploma or its educational equivalent and one year of full-time satisfactory experience as described in "B" above; or
- (D) Graduation from an approved four-year trade, technical or vocational high school with a mechanical or electrical major; or
- (E) At least one year of full-time satisfactory experience as described in "B" above plus sufficient training in the mechanical or electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such training.

**The Traffic Device Skills Program requirement must be met by June 15, 2002.**

**The Education and Experience requirements must be met by March 26, 2002.**

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

**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 "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIRED FORM(S):**

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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, 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. Candidates who plan to take the Traffic Device Skills Program must indicate this information in Section A.4. Successful

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

completion of this training program must be met by June 15, 2002.

- 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 directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**REQUIREMENT(S) TO BE APPOINTED:**

**Driver License Requirement:** At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. Eligibles will be appointed subject to the receipt of a New York State Class B Commercial Driver License with no restrictions, within the probationary period. Appointees who do not obtain this license by the end of the probationary period will be demoted. This New York State Class B Commercial License with no restrictions must be maintained for the duration of your employment.

**Medical Requirements:** Medical guidelines have been established for the position of Traffic Device Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Traffic Device Maintainer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or perform the essential functions of the job.

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

**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 1/2 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 labor 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. The multiple-choice test may include questions on the proper use of hand and power tools; arithmetic calculations and making measurements; minor maintenance of automotive and mechanical equipment; reading and interpreting work orders and simple schematics; construction materials and hardware; safe work 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.

**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 pass the multiple-choice test, meet the education, experience and training requirements, 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:**

**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.

**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, 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.

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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. 90910; Traffic Device Maintenance Occupational Group.

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)