



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

ROOFER

Exam. No. 4012

WHEN TO APPLY: From: December 1, 2004 **APPLICATION FEE: \$50.00**
 To: December 21, 2004 *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, April 16, 2005.

WHAT THE JOB INVOLVES: Roofers, under supervision, repair and maintain roofs composed of tar, gravel, slate, rubberoid, tin, copper, and galvanized metal. They spread tar or asphalt over roof surfaces and apply roofing felt and mineral surfaced roll roofing; repair built up roofing; cut roofing paper, asphalt shingles and other roofing materials to fit roof corners, pipes and other objects; replace asphalt and slate shingles; repair skylights, ventilators, gutters, valleys, flashings and ridges; keep work records; and perform related work.

Some of the physical activities performed by Roofers and environmental conditions experienced are: communicate orally in a noisy environment; climb stairs, ladders and over equipment; stand upright for extended periods of time; walk over wet and slippery surfaces; work on surfaces at substantial height; lift objects weighing up to 100 pounds; and may operate a motor vehicle in the performance of assigned duties.

(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 \$26.58 per hour. 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 a Roofer within the last 15 years; or
2. Not less than three years of full-time satisfactory experience as a Roofer acquired within the last ten years plus sufficient roofer's helper or apprentice experience or relevant education acquired in an approved trade or vocational high school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of helper or apprenticeship experience or relevant education.

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 your test papers will not be rated.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this 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: Candidates 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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.

Education and experience will not be found acceptable unless it is verifiable.

3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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" 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 roofing practices; the various types of roofing materials; sheet metal construction in roofing work; arithmetic computations in roofing work; basic rigging and hoisting; safety procedures; reading drawings and sketches; keeping records; standards of proper employee conduct; 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 and meet the education and experience requirements, 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.

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.

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