



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

RADIO REPAIR MECHANIC Exam. No. 7032

WHEN TO APPLY: From: August 1, 2007 **APPLICATION FEE: \$60.00**
To: August 21, 2007 Payable by mail by money order to D.C.A.S. (EXAMS) or
payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, November 17, 2007.**

WHAT THE JOB INVOLVES: Radio Repair Mechanics, under supervision, install, repair, align, or tune the following: radio, radar, microwave, multiplex, television and electronic apparatus and appurtenances of the City's communication systems; land mobile and marine radio receivers and transmitters, including UHF and VHF equipment; radio power systems; radio antenna systems; miniature radio receivers and transmitters; audio amplifiers and public address systems including related telephone intercom, program timer and/or clock subsystems; television cameras, receivers and antennas; radar systems; electronic test equipment; multiplex equipment; magnetic tape recorders; and various other electronic devices. They locate and isolate defects in electronic equipment; repair or replace defective parts; and install electronic units and associated electrical elements (including the mounting of radios in automobiles); keep records and make reports; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Radio Repair Mechanics and environmental conditions experienced are: climbing ladders; lifting and carrying heavy tools and equipment; climbing on top of, crawling beneath and working within various types of vehicles to install, repair and remove communications equipment and systems; may be required to work in adverse weather conditions including extreme temperatures, confined areas, noisy locations, and dirty environments.

(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 \$28.13 per hour for a 40 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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.

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 acquired within the last 10 years as a radio repair mechanic or as an electronic technician repairing electronic equipment; or
2. at least three years of experience as described in "1" above acquired within the last 10 years, plus sufficient full-time training of a relevant nature, specializing in electronics, acquired in a trade school, technical school or vocational high school approved by a state's Department of Education or comparable agency, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such approved schooling.

You are responsible for determining whether or not you meet the qualification requirements for this examination

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Residency: City residency is not required for this position.

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 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 "document-by-document" (general) 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: repairing radios, televisions, etc. by diagnosing, troubleshooting and correcting problems either by mechanical means, electronic test equipment or computerized test equipment; adjusting, aligning and tuning radios, televisions, etc. by using computer devices, mechanical tools, signal generators, etc.; testing antennas by using instruments such as SWR Meters, watt meters, ohm meters, etc.; knowledge of electrical safety procedures and other related safety procedures such as lifting and climbing procedures; reading and interpreting diagrams or schematics; reading and understanding manuals and procedures; recognizing physical hazards such as weather situations, electrical hazards, etc.; assuring that equipment, after repair, performs within the required specifications and tolerances; knowledge of FCC rules and regulations and applicable codes and standards; knowledge of electrical and electronic principles; 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 Federal Communications Commission (FCC) General Radiotelephone Operator's License, with radar endorsement: If you have a Federal Communications Commission (FCC) General Radiotelephone Operator's License, with radar endorsement, 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. This license must be maintained for the duration of your employment. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, 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. 90733; Skilled Craftsman and Operative Service.

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