



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET  
14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO HIGHWAY REPAIRER**

**Exam. No. 8502**

**WHEN TO APPLY:** From: **June 4, 2008**  
To: **June 24, 2008**

**APPLICATION FEE: \$60.00**  
Payable by mail by money order to DCAS  
(EXAMS) or payable online by credit card, bank  
card, or debit card.

**WHAT THE JOB INVOLVES:** Highway Repairers, under direct supervision, perform roadway maintenance and repair work with asphalt and concrete mixes; operate motorized vehicles and equipment, including snow removal equipment. They lay sheet asphalt, asphaltic concrete and other types of asphaltic pavement by raking, tamping, smoothing, top shoveling or laboring; paint edges of cuts, curbs and manholes with hot asphaltic cement; using portland cement, epoxies, etc., perform sidewalk and other concrete construction and repair work, exclusive of finishing; cut out defective areas for patching, utilize hand or power driven tools to break surfaces, lay foundations, shores and sheets excavations, perform mud-jack operations, and fill or refill road depressions and excavations with tar, oils, and perform other related work; perform general laboring work unrelated to paving operations, such as snow removal when weather conditions do not permit such operations. All Highway Repairers perform related work.

Some of the physical activities performed by Highway Repairers and environmental conditions experienced are: Lifting and carrying bags of concrete and sand; shoveling, mixing, raking, tamping concrete, sand, stone, asphalt and other material; operating hand and power tools; excavating; operating motorized vehicles; loading and unloading of all transported items; 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 \$291.84 per day. 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 on line, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The followings 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 form(s) and the application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee in the Department of Transportation who **on the last day of the application period:**

- (1) is or has been employed in the labor class title of Assistant City Highway Repairer as an annual employee; and
- (2) is not otherwise ineligible.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**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 employed in the eligible title at the time of promotion. Additionally, at the time of promotion you must have been employed in the title(s) of Assistant City Highway Repairer and/or Highway Repairer as an annual employee in the Department of Transportation for a period of not less than three years, including one year of permanent service as an Assistant City Highway Repairer.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, you must possess a New York State Class B Commercial Driver License valid for air brakes. Serious moving violations, license suspension or accident record may disqualify you. This New York State Class B Commercial License with no restrictions must be maintained for the duration of your employment.

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

**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 Section 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.

**THE TEST:** You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

- (A) You will receive a score of 80.00 for at least four (4) but less than five (5) years of full-time satisfactory experience as an annual employee in the title of Assistant City Highway Repairer and/or Highway Repairer.
- (B) You will receive a score of 90.00 for at least five (5) but less than six (6) years of full-time satisfactory experience as an annual employee in the title of Assistant City Highway Repairer and/or Highway Repairer.
- (C) You will receive a score of 100.00 for at least six (6) years or more of full-time satisfactory experience as an annual employee in the title of Assistant City Highway Repairer and/or Highway Repairer.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained by **the last day of the Application Period.**

**THE TEST RESULTS:** If you pass the experience 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 promotion when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Application Receipt:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Unit, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 92406; Skilled Craftsman and Operative Service.

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