



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTER STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE
OF
EXAMINATION

PROMOTION TO ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT
Exam. No. 0503
New York City Housing Authority

WHEN TO APPLY: From: October 7, 2009
To: October 27, 2009

APPLICATION FEE: \$45.00
Payable by mail by money order to DCAS
(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, January 23, 2010.**

WHAT THE JOB INVOLVES: Assistant Resident Buildings Superintendents, under general supervision, supervise the operation and maintenance of properties of the New York City Housing Authority; or, in the central or borough offices, supervise skilled and semi-skilled employees in major repair programs; utilize computers. They schedule and supervise the care and cleaning of public spaces within Housing Authority buildings and grounds; supervise the maintenance of facility services, including water, gas, electricity, heat, hot water and waste disposal; supervise the maintenance of mechanical equipment including elevators and appurtenances thereto; assist in making repairs and adjustments to structures and equipment; supervise the maintenance of landscaped areas; supervise and assist in preparing reports and keeping records; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Assistant Resident Buildings Superintendents and environmental conditions experienced are: walking to, from and within buildings for inspection; climbing or descending ladders or stairs; climbing around and over various objects; walking over slick, uneven, or metal grid surfaces; kneeling or crouching; standing for extended periods of time; maintaining balance while walking over narrow walkways or areas that are elevated; communicating orally; working in confined areas; working in areas that may be damp, dusty, acrid, vermin infested, excessively noisy, extremely hot, extremely cold, and/or moldy; working in areas that may contain lead, asbestos, sewage back-ups, oil spills, flooding, fumes, and/or toxic chemicals; working outdoors in all kinds of weather. Assistant Resident Buildings Superintendents may be required to wear safety equipment including hard hat, eye and ear protection, gloves, coveralls, safety shoes, Tyvek suit, respirator, and face mask.

Special Working Conditions: Assistant Resident Buildings Superintendents may be required to work shifts including nights, Saturdays, Sundays, and holidays and may be on call 24 hours a day, 7 days a week to respond to emergencies.

(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 \$43,749 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, 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:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination"

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Housing Authority who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Supervisor of Housing Caretakers, Heating Plant Technician (Housing Authority), Maintenance Worker, Supervising Housing Groundskeeper, Bricklayer, Carpenter, Cement Mason, Electrician, Elevator Mechanic, Glazier, Machinist, Painter, Plasterer, Plumber, Roofer, Welder, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, Supervisor Welder, Supervisor of Housing Exterminators, Supervisor of Mechanics (Mechanical Equipment), or Senior Supervisor of Housing Exterminators; 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.)

Pursuant to Rule 5.3.3(b) of the Personnel Rules and Regulations of the City of New York, for the purposes of this examination only, admission is extended on a collateral basis to employees in the titles of Bricklayer, Carpenter, Cement Mason, Electrician, Elevator Mechanic, Glazier, Machinist, Painter, Plasterer, Plumber, Roofer, Welder, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, Supervisor Welder, Supervisor of Housing Exterminators, Supervisor of Mechanics (Mechanical Equipment), and Senior Supervisor of Housing Exterminators.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify 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 an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENT TO BE PROMOTED:

Medical Requirement: You may be required to wear a face mask or respirator while performing the essential functions of an Assistant Resident Buildings Superintendent. As a result, medical guidelines have been established for assignments that require wearing a face mask or respirator to determine whether candidates can safely wear this equipment while performing the essential functions of the position of Assistant Resident Buildings Superintendent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take the examination, and/or perform the essential functions of the job.

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, New York, N.Y. 10007 to obtain a duplicate card.

THE TEST: You will be given two multiple-choice tests on the same day. The first test is a qualifying test. The second test is a competitive test. A score of at least 70% is required to pass each test. Your score on the second test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass both multiple-choice tests to have your seniority credited. Your seniority score will be 70 plus ½ 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 competitive class titles. Your service will be credited through the date of the two multiple choice tests, 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 qualifying multiple-choice test may include questions on boilers, boiler room equipment, and boiler room safety.

The competitive multiple choice test may include questions on buildings and grounds maintenance and operations including but not limited to janitorial, building maintenance, grounds maintenance and oversight of skilled trades work; New York City Housing Authority rules, regulations, policies and procedures; training and evaluating employees; reading comprehension; written communication including use of computers; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on 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:

Selective Certification for Driver License: If, at the time of promotion, you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion 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. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 become eligible after the above application period but on or before the date of the multiple-choice test.

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 Center Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 80305; Housing Maintenance and Custodial Occupational Group

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