



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

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

MICHAEL R. BLOOMBERG
 Mayor

DONALD P. BROSEN
 Acting Commissioner

NOTICE OF EXAMINATION

**Traffic Device Maintainer
 Exam No. 1018**

<p>WHEN TO APPLY: From: November 3, 2010 To: November 23, 2010</p>	<p>APPLICATION FEE: \$45.00 Payable by mail by money order to DCAS (EXAMS), or payable online by credit card, bank card or debit card.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 12, 2011.</p>	

WHAT THE JOB INVOLVES: Traffic Device Maintainers, under direct supervision, prepare, install, maintain and repair vehicular traffic control devices; and drive motor vehicles. All Traffic Device Maintainers 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 boom trucks and tower trucks reaching heights up to 30 feet or more; driving a motor vehicle; and working outdoors in all kinds of weather.

Special Working Conditions: Traffic Device Maintainers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$41,003 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the “HOW TO QUALIFY” section, 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 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 you will not receive a score.

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.”

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period, you must have:

1. 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
2. A four-year high school diploma or its educational equivalent and one year of full-time satisfactory experience as described in “1” above; or
3. Graduation from an approved four-year trade, technical or vocational high school with a mechanical or electrical major; or
4. At least one year of full-time satisfactory experience as described in “1” 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.

High school education must be approved by a State’s Department of Education or a recognized accrediting organization. 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.

You may be given the test before we review your qualifications.

Driver License Requirement: At the time of appointment, eligibles must possess a valid Class B Commercial Driver License (CDL) with no restrictions valid in the State of New York or a Class B Learner’s Permit. Serious moving violations, license suspension or accident record may disqualify. Appointees with a Class B Learner’s permit who do not obtain their Class B CDL with no restrictions by the end of the probationary period will be terminated. This Class B Commercial Driver’s License with no restrictions must be maintained for the duration of employment.

Medical Requirement: 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 examination, and/or to perform the essential functions of the job.

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

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency’s personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You 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.

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:** Fill out Sections **A.1** (if applicable), **A.2**, **A.3**, 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. **If you are applying by mail**, 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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.
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”** 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 the proper use of hand and power tools; job-related calculations and measurements; minor maintenance of automotive and mechanical equipment; proper use of construction materials and hardware; safe work procedures; reading and interpreting work orders including schematics; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, 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.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

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.

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 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. 90910; Traffic Device Maintenance Occupational Group.

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