



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

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

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**ELEVATOR MECHANIC  
Exam No. 2003  
Amended Notice (October 12, 2011)**

**WHEN TO APPLY:** From: September 7, 2011  
To: September 27, 2011

**APPLICATION FEE: \$85.00**  
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, December 17, 2011.**

The Notice of Examination is amended to add a more detailed description of the multiple-choice test under **THE TEST** section.

**WHAT THE JOB INVOLVES:** Elevator Mechanics, under supervision, inspect, maintain, adjust and repair elevator and escalator systems. They lubricate and clean all components of hydraulic and electric elevator systems; make adjustments, as required, to contactors and controllers in the electrical and hydraulic elements of elevator systems; inspect and check doors, cables, rails, buffers, safeties, overloads, relays, sheaves and governors to assure continued safe operations; re-rope and re-wire elevator systems, as required; check out troubles in all types of elevator and escalator systems; make necessary adjustments and/or repairs to all elevator mechanical, hydraulic and electrical components and their control systems; inspect, maintain, adjust and repair escalators, platform lifts, conveyors and dumbwaiters; operate a motor vehicle in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Elevator Mechanics and environmental conditions experienced are: climbing ladders and elevator shafts; moving heavy elevator parts; carrying heavy tool boxes; crawling and working in narrow spaces; walking up and down stairs, 25 floors or more, in high-rise buildings; and working in the vicinity of live electrical circuits and moving elevators.

**Special Working Conditions:** Elevator Mechanics 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 \$34.75 per hour for a 40-hour week. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. 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, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and is located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about requesting an alternate 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 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 you will not receive a score.

## 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 ten years as an elevator mechanic; or
2. Not less than four and one-half years of experience as described in "1" above plus:
  - A) At least 6 months of closely related experience acquired within the last ten years in the repair and maintenance of electrical or electromechanical control systems, or electrical, hydraulic or mechanical components of the following: escalators, drawbridges, aircraft, rail cars, or mechanical doors; or
  - B) At least 600 hours of training acquired at a trade or technical school or vocational high school or completed post-secondary education, approved by a state's Department of Education or comparable governmental agency, with a major course of study in mechanical, electromechanical, electrical or electronic technology or closely related field.

**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.

**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, B, and C**. 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 online**, follow the online instructions. **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.
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 "**course-by-course**" evaluation (which includes 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 is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of an Elevator Mechanic. Tasks to be tested are as follows: lubricates and cleans all components of hydraulic and electric elevator systems; makes adjustments, as required, to contactors and controllers in the electrical and hydraulic elements of elevator systems; inspects and checks doors, cables, rails, buffers, safeties, overloads, relays, sheaves and governors to assure continued safe operations; re-rope and re-wire elevator systems, as required; check out troubles in all types of elevator and escalator systems and their control systems; inspects, maintains, adjusts and repairs escalators, platform lifts, conveyors and dumbwaiters; does heavy repair on elevators, generators and machine work; operates motor vehicles; makes special written reports; and determines spare parts required, and may order spare parts, as needed.

The test may include questions which require mastery of technical knowledge such as: operating principles of hydraulic and electric elevator and/or escalator systems, and control systems; electric theory and machinery; troubleshooting, adjustments, inspection, maintenance, lubrication and repairs of hydraulic and electric elevator and/or escalator systems, including mechanical and electric components; safety requirements; proper use of tools; basic calculations; written technical material; and standards of proper employee ethical conduct.

The test may also include questions which require the use of any of the following abilities:

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions.

**Quantitative Analysis & Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections.

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame.

**Planning & Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.

**Stress Tolerance:** Accepting criticism and dealing calmly and effectively with high stress situations.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

**Integrity:** Acting in an honest and ethical manner.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner.

**Initiative & Independence:** Displaying a willingness to take on additional responsibilities and challenges, while developing one's own ways of doing things and guiding oneself with little or no supervision.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks.

**Self Control:** Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

**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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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, 14<sup>th</sup> 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:**

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90710; 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)