



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

REQUIRED FORM
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO AUTO MECHANIC

Exam No. 3515

<p>WHEN TO APPLY: From: September 5, 2012</p> <p style="padding-left: 100px;">To: September 25, 2012</p>	<p>APPLICATION FEE: \$82.00</p> <p>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 26, 2013.</p>	

AMENDED NOTICE - NOVEMBER 21, 2012

The Notice of Examination is amended to change the multiple-choice test from December 15, 2012 to January 26, 2013.

WHAT THE JOB INVOLVES: Auto Mechanics, under supervision, overhaul, repair and maintain engines, motors and motor-powered equipment, component assemblies, and component systems used in automotive, construction and special-purpose equipment powered by internal combustion engines. They act as “troubleshooters” in determining mechanical and electrical defects; overhaul, maintain and repair internal combustion engines, motors and motor-powered equipment, including brake systems, transmissions, ignition systems, rear ends, differential assemblies, fuel systems, hydraulic systems, electronic systems, and other related components and systems; align wheels and repair steering equipment; reline and adjust brakes and clutches; make minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power; may transmit orders to other journeymen as directed; may supervise machinist helpers, automotive service workers, and other personnel as directed; train assigned machinist helpers, automotive service workers, or other related personnel in the performance of various maintenance and/or repair tasks; may make minor auto body repairs; may prepare reports and orders, and maintain records and inventories of parts, components, supplies and materials; operate and test motor vehicles and equipment in the performance of assigned duties. All Auto Mechanics perform related work.

Some of the physical activities performed by Auto Mechanics and environmental conditions experienced are: working in a non-temperature controlled environment; climbing ladders; moving heavy automotive parts; carrying heavy tool boxes; crawling and working in narrow spaces; working in the vicinity of hazardous, flammable materials and solvents and engine exhaust fumes.

Special Working Conditions: Auto 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 \$31.37 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, you may submit an application on the Online Application System (OASys) at 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, 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 the DCAS Computerized Testing Center to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th 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 located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Automotive Service Worker or Machinist's Helper; 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.)

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. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your 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 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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

If you qualify under "2" above, your promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within six months of promotion.

For all promotions, the Class B Commercial Driver license valid in the State of New York must have no restrictions that would preclude the performance of Auto Mechanic work, and must be maintained for the duration of your employment.

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

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, NY 10007 to obtain a duplicate card.

THE TEST: The multiple-choice may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 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 test, 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 multiple-choice test may include questions on such areas as: the operating principles of internal combustion engine and automotive components, transmissions, clutches, brakes, wheels and tires; diagnostic equipment and analysis of data; repair of automotive components, accessories and systems; tools; safety practices; materials and electricity; shop equipment and shop techniques commonly used in affecting overhaul and reconstruction of automotive components; training of subordinates; preparation of reports and records; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The multiple-choice test may include questions which may require the use of any of the following abilities: **Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. **Written Comprehension:** understanding written sentences and paragraphs. **Written Expression:** using english words or sentences in writing so that others will understand.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test will be summoned to take the qualifying practical test.

The qualifying practical test may assess your ability to: troubleshoot, adjust, diagnose, repair and replace faulty automotive components; use automotive test equipment; and perform other related tasks. A score of at least 70% is required to pass the qualifying practical test.

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.

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.

THE TEST RESULTS: If you pass the multiple-choice test and the qualifying practical 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:

Selective Certification for New York State Certification as a Motor Vehicle Inspector: The eligible list resulting from this examination may be selectively certified to fill positions which require, at the time of promotion, either:

1. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1; or
2. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2; or
3. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3; or
4. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D; or
5. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D; or
6. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1, and New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D; or
7. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1, and New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D.

Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certifications. If you will meet a Selective Certification requirement at some future date, 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. If you are promoted through Selective Certification, you must maintain your Motor Vehicle Inspector Certificate for the duration of your employment.

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.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92510; Skilled Craftsman and Operative Service.

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