

HOW TO QUALIFY: You may be given the test before we verify 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.

Education and Experience Requirements:

1. Three years of full-time satisfactory experience in the lubrication, maintenance, and repair of mechanical equipment; **or**
2. One and one-half years of experience as described in **1** above plus graduation from an approved trade, technical, or vocational high school or completion of a state approved apprenticeship program; **or**
3. One year of experience as described in **1** above plus an associate degree from an accredited college or university in mechanical technology or mechanical engineering technology.

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

The trade, technical, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

REQUIREMENTS TO BE APPOINTED:

Medical Requirement for Certain Assignments for Department of Transportation only: Employees assigned to wear a respirator for certain assignments must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered to persons who are assigned to assignments requiring them to wear a respirator.

Drug Screening Requirement for Department of Transportation only: You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug **and** alcohol tests for the duration of your employment.

DRIVER LICENSE REQUIREMENT:

For Department of Transportation only: At the time of appointment, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions; **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 with no disqualifying restrictions.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions, within ninety days of appointment.

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 INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2 (if applicable), A.3 (if applicable), A.4 (if applicable), and Section B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "document-by-document" (general) 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, room 1448, New York, New York 10007 to obtain a duplicate notice.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 which require the use of any of the following abilities:

Written Comprehension: Understanding written sentences and paragraphs.

Written Expression: Using English words or sentences in writing so that others will understand.

Number Facility: Adding, subtracting, multiplying, and dividing quickly and correctly.

Information Ordering: Following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations.

The multiple-choice test may also include questions on the lubrication and maintenance of power plant, pumping and construction equipment; proper application of lubricating greases and oils; proper use of tools and lubricating devices; safety; reports; and other related areas.

Warning: 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 use any of these devices in the building at any time before, during or after the test, your test score may be nullified, you may not receive your test results, 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.

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:

Selective Certification for positions requiring Certificates of Fitness (for the Department of Sanitation only): If you have a certificate of fitness for Torch Use of Flammable Gases (G60), Fire Guard for Torch Use (F93 or F60), to operate Air Compressors (G-35 or A-35) or to test Air Compressor Receivers (W11), Qualification for Refrigerating Machine Operator (Unlimited Capacity), issued by the New York City Fire Department, or a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants, issued by the United States Environmental Protection Administration, you may be considered for appointment to positions requiring these certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certificates. Follow instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certificates will be checked by the Department of Sanitation, at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

Selective Certification for positions requiring Certificates of Fitness (for the Department of Environmental Protection only): If you have a certificate of fitness to operate Air Compressors (G-35 or A-35), for Fire Guard for Torch Use (F93), for Motor Fuel Dispensing - Service Station (P-15), for Complex-wide Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner Operator, and Mobile Emergency Low PSI Oil Burner Operator (P-99), or for handling Flammable/Combustible Liquids in Portable Containers (W14 or S93 or S94), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certificates. Follow instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certificates will be checked by the Department of Environmental Protection, at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Selective Certification for Driver License (for New York City Police Department (NYPD) and the Department of Sanitation only): If you have a Driver License valid in the State of New York, you may be considered for appointment to positions in NYPD 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 instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your Driver license for the duration of your employment.

Drug Screening requirement for Selective Certification for Driver License (for New York City Police Department (NYPD) only): You must pass a drug screening in order to be appointed.

Selective Certification for special experience and a Class B Commercial Driver License (for Department of Sanitation only): If you meet the qualification requirements listed below, you may be considered for appointment to positions requiring these qualifications in the Department of Sanitation through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions in the Department of Sanitation requiring these qualifications. Follow instructions given to you on the day of the test to indicate your interest in such Selective Certification. The eligible list resulting from this examination may be selectively certified to fill positions in the Department of Sanitation which require the following by the date of appointment:

1. At least 2 years full-time satisfactory experience working as an oiler on heavy construction equipment, including cranes; **and**
2. A Class B Commercial Driver License valid in the State of New York, with no restrictions. This license must be maintained for the duration of employment.

Drug Screening requirement for Selective Certification for special experience and a Class B Commercial Driver License (for Department of Sanitation only): You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug tests for the duration of your employment.

Medical Requirement for Selective Certification for Driver License (NYPD) and Selective Certification for Special Experience and Class B Commercial Driver License (Department of Sanitation): Medical guidelines have been established for the position of Oiler. Candidates who request Selective Certification for Driver License (NYPD) or Selective Certification for Special Experience and Class B Commercial Driver License (Department of Sanitation) will be examined to determine whether they can perform the essential functions of the position of Oiler. 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 perform the essential functions of the job.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the selective certification you are requesting on your correspondence.

This examination is for positions with City agencies only. If you would like to apply for Oiler (CUNY) you must submit a separate application and fee for Exam. No. 4011 from October 2, 2013 through October 22, 2013.

SPECIAL ARRANGEMENTS:

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.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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.

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