



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

ELEVATOR MECHANIC

Exam No. 7013

WHEN TO APPLY: From: November 2, 2016 To: November 22, 2016

APPLICATION FEE: \$96.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on Wednesday, March 15, 2017.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

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. All Elevator Mechanics perform related work.

Special Working Conditions: Elevator Mechanics may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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.

(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 \$43.79 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

The DCAS Computer-based Testing & Application Centers will be closed Tuesday, November 8, 2016, Friday, November 11, 2016, & Saturday, November 12, 2016.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

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. Five years of full time satisfactory experience 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 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.

The education requirement must be met by January 31, 2017. The experience requirement must be met by the last day of the Application Period (November 22, 2016).

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. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after January 31, 2017 or experience which you obtain after the end of the Application Period.

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 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), B, and C.** This form must be filled out completely and in detail for you to receive your proper rating.

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.

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 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: lubricating and cleaning all components of hydraulic and electric elevator systems; making adjustments, as required, to contactors and controllers in the electrical and hydraulic elements of elevator systems; inspecting and checking doors, cables, rails, buffers, safeties, overloads, relays, sheaves and governors to assure continued safe operations; re-roping and re-wiring elevator systems, as required; checking troubles in all types of elevator and escalator systems and their control systems; inspecting, maintaining, adjusting and repairing escalators, platform lifts, conveyors and dumbwaiters; doing heavy repair on elevators, generators and machine work; making special written reports; and determining spare parts required, and ordering spare parts, as needed.

The test may include questions that 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, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.

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

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audiences will understand. Example: An Elevator Mechanic may use this ability when making special written reports/logs.

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. Example: An Elevator Mechanic may use this ability when repairing or replacing a mechanical device following predetermined steps.

Number Facility: The degree to which adding subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: An Elevator Mechanic may use this ability when adding the total number of electronic parts on a circuit.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work; managing the things needed for work to be accomplished. Example: An Elevator Mechanic may use this ability when ordering supplies.

Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: An Elevator Mechanic may use this ability when troubleshooting an electric motor and determines that a contact is loose.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining allocation of resources. Example: An Elevator Mechanic may use this ability during a large project such as re-roping and re-wiring elevator systems.

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 & Decision-Making outcomes are typically applied over a shorter time frame. Example: An Elevator Mechanic may use this ability when choosing the best course of action to take after an unanticipated design plan error and make adjustments.

Quantitative Analysis & Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. Example: An Elevator Mechanic may use this ability when reviewing special written reports such as log books, and technical manuals to re-wire an elevator system.

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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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 NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Promotion Examination: 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.

SPECIAL ARRANGEMENTS:

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

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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 the DCAS Computer-based Testing & Applications Centers.

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