



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 INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**INSPECTOR (ELEVATOR)**  
**Exam No. 7015**

<p><b>WHEN TO APPLY:</b> From: November 2, 2016          To: November 22, 2016</p>	<p><b>APPLICATION FEE: \$68.00</b>          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.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Wednesday, February 15, 2017.</b></p>	

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

**WHAT THE JOB INVOLVES:** Inspectors (Elevator), under general supervision, perform technical work in the inspection of the construction, alteration, capacity and safety of equipment and devices, including passenger, freight and sidewalk elevators, escalators, dumb-waiters, wheelchair lifts, conveyors, personal hoists and amusement devices, for compliance with the provisions of the building code and with pertinent laws and regulations; within an assigned district, they periodically and in response to complaints about hazardous conditions, inspect the condition and functioning of all parts of elevators, including shafts, ropes, cables, rails, beams, switches, doors, gears, motors, controllers, pumps, governors, safeties, automatic stops and other appurtenances; witness mandatory tests of safety devices and safety tests on all high speed elevators; inspect the installation and alteration of such equipment and devices to determine if the work is performed in a workmanlike manner and in compliance with approved plans and specifications and witness final testing of new equipment; issue notices of violation, or if condition of equipment is deemed dangerous, may order discontinuation of the elevator service; make re-inspections of pending violations and recommend appropriate action; make survey of changes of occupancy where it pertains to safety features of the elevators; perform audit inspections to verify the work being performed or certified by outside elevator agencies; prepare related reports; may operate a motor vehicle in the performance of assigned duties; may supervise and train Apprentice Inspectors (Elevator); may assist an Associate Inspector (Elevator). All Inspectors (Elevator) perform related work.

**Special Working Conditions:** Inspectors (Elevator) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Inspectors (Elevator), and environmental conditions experienced are: Standing for extended periods of time; walking during the course of inspections, ascending and descending ladders and stairs to get to areas of inspection; climbing to exterior roof of elevator car or into elevator pit; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; distinguishing colors; being exposed to high places, working in confined spaces with moving objects, and working outdoors in all types of weather.

(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 \$49,862 per annum. 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](http://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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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.

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

**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

**The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 8, 2016, Friday, November 11, 2016, and 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](http://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 in the actual assembly, installation, repair or design of elevators; **or** as a maintenance elevator mechanic with a recognized elevator manufacturer; **or** as a maintenance elevator mechanic working on various standard makes of elevators; **or**
2. Three years of experience as described in "1" above, **and** two years of education from an accredited college or university, approved technical school or trade school in courses in or directly related to the installation, repair or design of elevators; **or**
3. Satisfactory completion of the three-year apprenticeship elevator inspection program approved by the Commissioner of the Department of Buildings and the Commissioner of the Department of Citywide Administrative Services **and** either two years of experience as described in "1" above **or** two years of education as described in "2" above; **or**
4. A license as a professional engineer or a registration as an architect valid in the State of New York.

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

The technical school or trade 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.** 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, apprenticeships, licenses and registrations which you obtain after the end of the Application Period.

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

**Residency:** City residency is not required for this position, unless you accept appointment from the selective certification for Special Patrolman (see below).

**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.3 (if applicable), A.4 (if applicable), A.6 (if applicable), B and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 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](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**course-by-course**" 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 knowledge and abilities determined to be important to the performance of the tasks of an Inspector (Elevator). Task areas to be tested are as follows: Technical Skills; Inspection Responsibilities; Safety; Preparation of Reports.

The test may include questions on knowledge of inspectional practices, procedures and methodology; electrical and mechanical operation of elevators, maintenance and repair of elevators and other conveyance systems and devices; applicable code requirements; safe work practices; and other related areas.

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

**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 Inspector (Elevator) performs job-related calculations.

**Written Comprehension:** Understanding English words and sentences. Example: An Inspector (Elevator) reads and understands written work orders.

**Written Expression:** Using English words or sentences in writing so that others will understand. Example: An Inspector (Elevator) writes reports free of grammatical errors.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice test.

**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 the test is expected to be held. If you do not receive an Admission Notice at least 4 days before the date on which the test is expected to be held, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> 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, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Investigation:** The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$87.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting the educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions 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 the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through this Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Special Patrolman:** If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification:

- be twenty-one years of age or older,
- be a citizen of the United States,
- be a resident of New York City,
- have no record of convictions for any felony or for any serious offense against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed through this Selective Certification will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed through this Selective Certification who fails to successfully pass this background check will be terminated from the position. **Additionally, if you are appointed through this Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment.** If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Qualified Elevator Inspector (QEI):** If you have a current Qualified Elevator Inspector (QEI) certification through an agency accredited by the American Society of Mechanical Engineers (ASME) you may be considered for appointment to positions requiring this certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **If you are appointed through this Selective Certification, you must maintain your QEI certification for the duration of employment in that position.**

**Selective Certification for National Association of Amusement Ride Safety Officials (NAARSO):** If you have a current National Association for Amusement Ride Safety Officials (NAARSO) certification, you may be considered for employment to positions requiring this certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **If you are appointed through this Selective Certification, you must maintain your NAARSO certification for the duration of employment in that position.**

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet the Selective Certification requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 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.

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

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 31624; Building and Construction Inspection Occupational Group

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

