



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

AUTO MECHANIC
Exam. No. 6098

WHEN TO APPLY: From: January 3, 2007 **APPLICATION FEE: \$60.00**
To: January 23, 2007 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 12, 2007.**

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 other special-purpose equipment powered by internal combustion engines. They act as "troubleshooters" in determining mechanical and electrical defects; 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; overhaul, maintain and make repairs to internal combustion engines, motors and other types of motor power, brake systems, transmissions, ignition systems, related electronic systems, rear ends, differential assemblies, fuel systems, hydraulic systems and other related systems and components; align wheels and repair steering equipment; reline and adjust brakes and clutches; may transmit orders to other journeymen as directed; may supervise machinist's helpers, senior automotive service workers, automotive service workers, and other personnel as directed; train assigned machinist's helpers, senior automotive service workers, 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; and 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; operating motor vehicles for testing purposes.

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 \$27.30 per hour. This rate is subject to change.

HOW TO APPLY : If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

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 fifteen years as an auto mechanic; or
2. Not less than two and one-half years of full-time satisfactory experience as specified in "1" above acquired within the last ten years plus sufficient helper or apprentice experience or relevant education acquired in an approved trade or vocational high school or technical school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of helper experience or relevant education.

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.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 appointment.

For all appointments, 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 appointed.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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:** 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. Fill out Sections A 1 through A 3, B, C and D. 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.
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 "**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: There will be a qualifying written multiple-choice test and a practical test. You must achieve a score of at least 70% to pass each of these tests. Your score on the practical test will be used to determine your place on an eligible list.

The multiple-choice test may include questions on such areas as: the operating principles of internal combustion engine automotive components, transmissions, clutches, brakes, wheels and tires; diagnostic equipment and analysis of data; repair of motor vehicle components, accessories and systems; tools; safety practices; basic arithmetic; reading comprehension; 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; and other related areas.

Candidates who pass the multiple-choice test will be summoned to take the practical test. The 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.

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, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test and the practical 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 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 appointment:

1. A Class B Commercial Driver License valid in the State of New York;
2. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1;
3. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2;
4. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3; and/or
5. New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D.

Follow the instructions given in the test booklet 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-UTEG, 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 appointed through Selective Certification, you must maintain your Motor Vehicle Inspector Certificate for the duration of your employment.

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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 92510;

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