



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**

CEMENT MASON
Exam. No. 6033
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: May 2, 2007 APPLICATION FEE: \$60.00
To: May 22, 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 October 6, 2007**

WHAT THE JOB INVOLVES: Under direction, Cement Masons prepare, mix, lay and finish cement and concrete to grade and contour; prepare and set forms; lay concrete floors, pavements, walks, foundations and retaining walls; screed and finish concrete to grade; prepare requisitions for specific jobs; operate small power equipment and tools; keep records; supervise assigned personnel; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Cement Masons and environmental conditions experienced are: crouching, carrying tools and/or equipment weighing up to 50 pounds; working outdoors in all kinds of weather; wearing ear plugs, work gloves and work shoes when performing work; and removing concrete with hand tools and/or power tools.

(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 \$34.00 per hour for a 35-hour week. 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 as a cement mason; or
2. at least three years of full-time satisfactory experience as a cement mason, plus sufficient full-time satisfactory experience as a mason's helper, or relevant training acquired in an approved trade school, technical school or vocational high school to make up the equivalent of the remaining experience. The school must be approved by a state's Department of Education or comparable agency.

You will receive credit for six months of cement mason experience for each year of mason's helper experience or approved training.

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.

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:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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, B and C. 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: You will be given a multiple-choice test. 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 on: cement masonry techniques and practices; tools and equipment; materials; reading instructions; job related mathematics; supervisory techniques and safety practices; and other related areas.

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, 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 motor vehicle 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 in certain agencies 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.

Selective Certification for Commercial Driver License: (for the Department of Transportation only): All appointments to positions in the Department of Transportation require a Class B Commercial Driver License valid in the State of New York. Such license must have no restrictions which would preclude the performance of Cement Mason work. If you have either: (1) a Class B Commercial Driver License valid in the State of New York with no such 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 such restrictions, you may be considered for appointment to positions at the Department of Transportation through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you qualify under (2) above, you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no such restrictions within ninety days of appointment.

Candidates who are considered for positions requiring the above Class B Commercial Driver License must pass a drug screening in order to be appointed to the NYC Department of Transportation.

For all Selective Certification Appointments: You must follow the instructions given to you on the day of the multiple-choice test to indicate your interest in either of the above Selective Certifications. The license requirements may be met at any time during the duration of the eligible list. If you will meet a license requirement at some future date, please submit documentation by mail to; DCAS Bureau of Examination - UTEG, 1 Centre Street, New York, NY 10007. Please include the examination number and your social security number in your correspondence.

If you are appointed through Selective Certification, you must maintain the required license 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.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Cement Mason in HHC you must submit a separate application and fee for Exam. No. 6088 from May 2, 2007 through May 22, 2007.

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. 92210; Skilled Craftsman and Operative Service.

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