

ACTIVITY THERAPIST (HEALTH AND HOSPITALS CORPORATION)

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Activity Therapists, under supervision with latitude for initiative and judgment, perform responsible medical/psychiatric recreational activity therapy programming of ordinary difficulty in carrying out therapeutic activities for patients/residents in conjunction with other members of the treatment team; and perform related work.

EXAMPLES OF TYPICAL TASKS:

SPECIAL WORKING CONDITIONS: Eligibles appointed to this position may be required to work shifts including nights, Saturdays, Sundays, and holidays, and may be required to push wheelchair-confined patients and accompany patients on field trips off site.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A baccalaureate degree from an accredited college including or supplemented by 18 semester credits in recreation, physical education, dance, fine arts and/or applied arts including Therapy, and 12 semester credits in psychology, social psychology, group work, group dynamics, and/or a related field; or
2. A baccalaureate degree from an accredited college and one year of full time satisfactory experience in planning, coordinating and conducting a recreational activities program in a hospital, or health care or related facility; or
3. A satisfactory combination of education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have a baccalaureate degree.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

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*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

ADDICTION COUNSELOR (HEALTH AND HOSPITALS CORPORATION)

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WHAT THE JOB INVOLVES:

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EXAMPLES OF TYPICAL TASKS:

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HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

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ADDITIONAL INFORMATION:

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ASSISTANT ARCHITECT

SALARY: The current minimum salary as of 7/1/04 is \$40,269 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Assistant Architects, under supervision, perform architectural work of moderate difficulty and responsibility; may supervise subordinate employees; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Assistant Architects and environmental conditions experienced are: Walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from an accredited college; or
2. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in Architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

The following are examples of four year degrees that are NOT acceptable for this examination.

- a) Bachelor of Science in Architectural Technology
- b) Bachelor of Professional Studies in Architecture
- c) Bachelor of Science in Fine Arts issued by the Architectural Department of a college

d) Bachelor of Science in Art and Design issued by the Architectural Department of a college.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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ASSISTANT LANDSCAPE ARCHITECT

SALARY: The current minimum salary as of 7/1/04 is \$40,269 per annum.

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WHAT THE JOB INVOLVES:

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EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

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Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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ASSISTANT RETIREMENT BENEFITS EXAMINER

SALARY: The current minimum salary as of 7/1/04 is \$29,487 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Assistant Retirement Benefits Examiners under direct supervision, perform beginning level technical work in the field of retirement benefits examining; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

- 1) An associate degree or completion of 60 semester credits from an accredited college including or supplemented by 9 semester credits in mathematics, statistics, accounting and/or actuarial science; or
- 2) A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following:
 - a) a retirement or employee benefits plan;
 - b) for customer service in a financial institution; and/or
 - c) in a position requiring the application of law, rules and regulations and the use of statistical, actuarial or similar tables; or
- 3) A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in "2" above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

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BRIDGE OPERATOR

SALARY: The current minimum salary as of 8/1/05 is \$27,016 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

This is a technical class of positions involved in the operation, care and maintenance of movable bridges in conformance with all departmental and governmental regulations pertaining to the opening of bridges to river traffic. There are two Assignment Levels within this class of positions. At Assignment Level 1, under direct supervision, assists in the operation, care and maintenance of a movable bridge.

EXAMPLES OF TYPICAL TASKS:

Operates traffic light signals and traffic gates. Assists the Bridge Operator Assignment Level II by signaling to open and close the bridge at the approach and the passing of vessels. Reports any malfunctions and/or obstructions that would hamper bridge operation. Patrols bridge and bridge approaches and reports to the Bridge Operator Assignment Level II or Bridge Operator-in-Charge unusual incidents or newly found defects in the bridge structure. Sweeps and cleans roadways, footwalks, pits, bridge houses and engine rooms. Cleans navigation and gate lights/lenses and replaces bulbs, as necessary. Operates snow plows and blowers. Removes snow and ice from roadways and footwalks; spreads sand on icy roadways to prevent accidents. Operates sump pumps as needed. Assists in directing traffic and reports auto accidents. Operates the bridge in emergencies. May drive a motor vehicle to and from various bridges to assist in performing bridge openings.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. One year of full-time satisfactory mechanical or electrical experience in the operation, maintenance and/or repair of one or a combination of the following: industrial equipment, construction equipment or movable bridges; or

2. One full year of technical education in the electrical or mechanical field.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

License Requirement: At the time of appointment candidates must possess a motor vehicle driver license valid in the State of New York. Such license must be maintained for the duration of employment and cannot include any restriction that would preclude performing Bridge Operator work.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

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BUS MAINTAINER – GROUP B

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

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WHAT THE JOB INVOLVES:

Bus Maintainers - Group B maintain, inspect, test, diagnose, alter, rebuild and repair the electrical, mechanical, hydraulic, pneumatic and air conditioning equipment of buses, trucks and other automotive vehicles; inspect, test, alter and repair diesel and gasoline engines; clean natural gas electric motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories; align wheels, steering equipment and suspension systems; reline and adjust brakes and clutches; perform diagnosis and repair of modular automotive multiplex systems; operate power machine tools and portable power tools; use electronic diagnostic tools; and hand tools as required; if assigned, may travel for training and vehicle inspection functions; record data, which includes computerized data entry; keep records; drive motor vehicles; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Bus Maintainers - Group B maintain, inspect, test, diagnose, alter, rebuild and repair the electrical, mechanical, hydraulic, pneumatic and air conditioning equipment of buses, trucks and other automotive vehicles; inspect, test, alter and repair diesel and gasoline engines; clean natural gas electric motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories; align wheels, steering equipment and suspension systems; reline and adjust brakes and clutches; perform diagnosis and repair of modular automotive multiplex systems; operate power machine tools and portable power tools; use electronic diagnostic tools; and hand tools as required; if assigned, may travel for training and vehicle inspection functions; record data, which includes computerized data entry; keep records; drive motor vehicles; and perform related work.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Four years of full-time satisfactory experience as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) repairing passenger automobiles, trucks, buses or aircraft, including work on engines, transmissions, brakes, electrical systems and automotive air conditioning; or
2. Three years of full-time satisfactory experience as described in " 1" above, plus graduation from an approved trade, technical or vocational high school, community college or post secondary education totaling 600 hours with a major sequence of courses of study in auto mechanics or a closely related field; or
3. One year of full-time satisfactory experience as described in " 1" above, plus Automotive Service Excellence (ASE) certification in any three of the following specialities: air conditioning; brakes; engines; electrical/electronics or steering suspension, plus graduation from an approved trade, technical or vocational high school or community college or post secondary education totaling 600 hours with a major sequence of courses of study in auto mechanics or a closely related field.

The following types of experience are **NOT** acceptable: auto body and fender mechanic; auto or truck assembly line mechanic; dealership make-ready mechanic; gas station attendant; salvage and junkyard mechanic.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Driver License Requirement: At the time of appointment, eligibles must possess either:

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no 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 a passenger endorsement and no

restrictions.

Eligibles who qualify under "2" above will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions at the end of a special training course in bus operation. Candidates who fail to successfully complete the special training course in bus operation, including the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions will be terminated. Serious moving violations, license suspension or accident record may disqualify. The Class B Commercial Driver License with a passenger endorsement and no restrictions must be maintained for the duration of your employment.

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CALL CENTER REPRESENTATIVE

SALARY: The current minimum salary as of 7/1/04 is \$24,994 per annum.

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WHAT THE JOB INVOLVES:

Under supervision, in the New York City **3-1-1** Call Center, responds to phone inquiries from the public, provides customer service and information to callers, takes complaints and service requests and forwards them for further action, enters inquiries, complaints and requests into appropriate computer systems and performs related clerical and computer support work. All personnel perform related work.

EXAMPLES OF TYPICAL TASKS:

Answers telephones and determines service required. Receives and records complaints, comments and suggestions from callers. Provides "directory assistance" information to caller, giving appropriate telephone number, address, and office hours to respond to inquiry. When possible, transfers the call to appropriate agency. Answers routine and frequently asked questions, when possible, and provides information about City policies/procedures, City government events and operations information. Sends out applicable forms and information pamphlets. Uses multiple computer systems to handle calls, file new requests for service or complaints for investigation and to maintain tracking systems. Assists less skilled Call Center Representatives in mastering procedures and systems. Informs callers of status of existing service requests or accounts. Asks caller for information necessary to respond to inquiry. Refers inquiries to agency specialists, when appropriate.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college; or
2. An associate degree from an accredited college and one year of satisfactory, fulltime experience in a customer service or public relations capacity; or
3. A four-year high school diploma or its educational

equivalent and two years of satisfactory, full-time experience as described in "2" above. One year of satisfactory, full-time experience working for New York City government in a customer service or public information capacity may be substituted for this two years of experience. College credit may be substituted for the experience in a customer service or public information capacity on the basis of 64 semester credits for each year of the experience described in "2" above.

Experience and proficiency with computer keyboard and mouse use is also required.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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EXAM DESCRIPTION AND DETAILS

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CAR INSPECTOR

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

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WHAT THE JOB INVOLVES:

Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, paint, troubleshoot and make repairs and adjustments on any part of the New York City Transit Authority's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road, including subway car body electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, subway car bodies and associated fixtures, air conditioning and heating equipment, and electrical and electronic control and motor equipment; maintain and repair subway car washers and shop equipment; operate and maintain lifting and carrying equipment associated with the placement and removal of subway cars and subway car parts; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed and environmental conditions experienced by Car Inspectors are: working outdoors in all kinds of weather; crouching under subway cars in maintenance pits; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; climbing into and out of maintenance pits; using hand tools; hearing warnings (bell, whistle and vocal); and lifting tools and equipment weighing up to 50 pounds.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the last day of the application period you must have:

1. Four years of full-time satisfactory experience at the journeyman level, working from drawings, performing either: (a) construction, installation,

inspection, troubleshooting, repair and maintenance of large or heavy duty mechanical, electromechanical, electric or electronic equipment or machinery; or

(b) electrical inspection, maintenance, troubleshooting and repair of multiple-unit electrical railroad cars or diesel-electric locomotives; or

2. Three years of full-time satisfactory experience as described in "1" above, plus either:

(a) graduation from a recognized trade or vocational high school with a major sequence of courses in mechanical, electromechanical, electrical or electronic technology, or a closely related field; or

(b) graduation from an accredited college with an A.A.S. degree in mechanical, electromechanical, electrical or electronic technology, or a closely related field; or

3. Two years of full-time satisfactory experience as described in "1" above, plus a baccalaureate degree from an accredited college in mechanical engineering, electromechanical technology, electrical engineering or electronic technology, or a closely related field; or

4. Completion of a four-year full-time apprenticeship in the mechanical, electromechanical, electrical or electronic trade recognized by the N.Y. State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor.

Qualifying experience must have been obtained within the past eight years.

The following types of experience are NOT acceptable: assembler; electronic bench technician; auto body and fender mechanic; auto or truck assembly mechanic; dealership make-ready mechanic; gas station attendant; salvage or junkyard mechanic; automotive speciality work such as changing mufflers, windshield wipers, tires, oil etc.; repair of personal computers, television receivers, video cassette recorders or home appliances.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: Medical guidelines have been established for the positions of Car Inspector and Road Car Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Car Inspector or Road Car Inspector. 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.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

Driver License Requirement: In order to qualify for appointment to Road Car Inspector, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of employment. Some assignments may require a Class B Commercial Driver License.

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CARPENTER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

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WHAT THE JOB INVOLVES:

Under supervision, does installation and repair work involving rough, finish and general carpentry; performs related work.

EXAMPLES OF TYPICAL TASKS:

Installs, repairs, and replaces flooring, partitions, window frames and sashes, door frames and doors, and other related components of buildings and structures. Installs, repairs and replaces boardwalks, fences and screens. Builds and repairs tool boxes, movable and fixed sashes, doors and wooden office furniture, playground, park and school equipment. Builds and rebuilds truck cabs. Is familiar with, uses, and operates both hand and powered woodworking equipment. Builds and repairs various types of fire ladders. Works from plans and sketches. Keeps job and other records. May supervise assigned personnel.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a Carpenter acquired within the last 10 years; or
2. Three years of experience as described in "1" above, plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up a total of five years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational school training.

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CASEWORKER

SALARY: The current minimum salary as of 7/1/04 is \$29,267 per annum.

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WHAT THE JOB INVOLVES:

Caseworkers, under supervision, with considerable latitude for independent action, identify, develop and implement social service plans for disadvantaged clients, including recipients of public and medical assistance, adults receiving or needing institutional care or protective services, and homeless adults/families; they may also determine eligibility for these services; and may perform counseling and investigative activities; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Eligibles appointed to this position 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By **the time of appointment** you must have: A baccalaureate degree from an accredited college.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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EXAM DESCRIPTION AND DETAILS

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CEMENT MASON

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

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WHAT THE JOB INVOLVES:

Under direction, prepares, lays and finishes cement and concrete to grade and contour; performs related work.

EXAMPLES OF TYPICAL TASKS:

Prepares and sets forms. Mixes cement and concrete. Lays cement and/or concrete for floors, pavements, walks, foundations and retaining walls (plain or reinforced), etc. Screeds and finishes cement and/or concrete to grade and contour as required. Prepares material requisitions to meet job requirements. May supervise assigned personnel. Keeps job and other records.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five (5) years of recent, satisfactory, full time, paid experience as a cement mason; or
2. A satisfactory equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

This position requires extraordinary physical effort.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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CHILD PROTECTIVE SPECIALIST

SALARY: Please consult the official NOE for this title during the application period.

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WHAT THE JOB INVOLVES:

Child Protective Specialists, under varying degrees of supervision, with varying degrees of latitude for independent action, investigate and take appropriate action in response to allegations of child neglect and/or abuse received by the Administration for Children's Services, in accordance with agency policies and procedures.

EXAMPLES OF TYPICAL TASKS:

Eligibles appointed to this position 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing, or cultural anthropology, with at least 12 of these credits in one discipline.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

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COLLECTING AGENT

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under supervision, performs routine work involved in the collection, transportation and delivery of revenue and fare media from Transit Authority facilities and points on its subway, elevated and surface lines to the central revenue and fare media bureau and from the revenue bureau to banks or depositories; performs related work.

EXAMPLES OF TYPICAL TASKS:

Serves as an armed revenue guard. Handles, carries and transports MetroCards, money bags, MetroCard Vending Machine (MVM) bill boxes/coin boxes; stocks MVMs with MetroCards and coins and provides security for MVM technicians. Serves as crew and/or driver of armored trucks; serves as crew of special collection trains. Completes forms; keeps records; makes reports.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Three years of satisfactory full-time experience as an armed security guard, peace officer, military police officer or comparable work experience; or
2. Three years of satisfactory full-time experience in the Transit Authority as a permanent Station Agent or Transit Property Protection Agent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Must possess either:

1. A Class B Commercial Driver License valid in the State of New York with no restrictions which would preclude the performance of Collecting Agent work; or
2. A motor vehicle driver license valid in the State of New York. A Learner's Permit for a Class B

Commercial Driver License valid in the State of New York, with no restrictions which would preclude the performance of Collecting Agent work, must be obtained within 60 days of appointment.

Candidates who are appointed under "2" above must obtain a Class B Commercial Driver License valid in the State of New York to complete their probationary period. This Class B Commercial Driver License valid in the State of New York must be maintained for the duration of employment. Such license and/or Learner's Permit cannot include any restriction that would preclude performance of Collecting Agent work.

Permit Requirement: A carry or restricted carry pistol permit valid in the City of New York. This permit must be maintained for the duration of employment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

COMMUNICATION ELECTRICIAN

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under supervision, installs, maintains and repairs the cable and line network, overhead and underground, in connection with fire alarm systems; performs related work.

EXAMPLES OF TYPICAL TASKS:

Locates and clears electrical troubles in the cable and line network. Replaces and/or extends cable or aerial line plant including excavating and replacing concrete as necessary. Replaces damaged fire alarm posts and poles including excavating and replacing concrete as necessary. Maintains and replaces teleprinters, electro-mechanical fire alarm boxes, citizen's emergency response boxes and their allied circuits. Splices, wipes and terminates lead and/or plastic sheathed cables. Replaces damaged conduit bends, snakes and installs cables in conduit in streets, on poles, structures and buildings including excavating and replacing concrete as necessary. Operates compressor and pneumatic equipment as required in the work. Keeps records and makes reports. May direct the work of assigned subordinate personnel. All the above mentioned tasks are performed in manholes, firehouses, public schools, on poles, bridges, tunnels, expressways, highways, etc., and wherever the electrical cable or aerial plant and its allied equipment exists. May operate a motor vehicle in carrying out duties and responsibilities. May assume the duties and responsibilities of the supervisor in the temporary absence of that individual.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of practical paid experience acquired within the last fifteen years as a cable splicer, line repairer, communication electrician, or electrician.
2. No less than three and one-half years of such

experience as a cable splicer, line repairer, communication electrician or electrician plus sufficient additional paid experience as a helper in any of the above titles or related educational training in an approved trade or vocational school to make a total of five years of acceptable experience. Six months of acceptable experience will be credited for each twelve months of paid experience as a cable splicer's helper, line repairer's helper, communication electrician's helper or electrician's helper, or of acceptable educational training.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

License Requirement: A Motor Vehicle Driver's License valid in the State of New York.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

COMPUTER SERVICE TECHNICIAN

SALARY: The current minimum salary as of 7/1/04 is \$29,203 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I: Computer Service Technicians, under supervision, with some latitude for independent initiative and judgement, perform routine service functions in maintaining, troubleshooting and repairing computers, computer peripheral equipment and/or networking technology equipment; may be required to drive a motor vehicle in the performance of these functions in field locations; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have either:

1. A four-year high school diploma or its educational equivalent and one year of satisfactory, full-time experience in computer maintenance and repair; or
2. A four-year high school diploma or its educational equivalent and graduation from a certified technical training program in computer maintenance and repair; or 3. A satisfactory combination of education, training and/or experience equivalent to "1" or "2" above.

Experience of the type described in "1" above may be substituted for high school on the basis of one year of experience for each year of high school. However, all candidates must have either one year of the type of experience described in "1" above, or graduation from a certified technical training program as described in "2" above.

Applicants may be summoned for the test prior to a

review of their qualifications.

ADDITIONAL INFORMATION:

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. This license must be maintained for the duration of your employment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

CORRECTION OFFICER

SALARY: The current minimum salary is \$25,100 per annum. Upon completion of 6 months employment, the salary will rise to \$32,700. Incumbents will receive salary increments reaching \$59,588 per annum at the completion of five and one half years employment. There is an annual uniform allowance of \$1,000, holiday pay of \$1,219 per annum, contributions by the City to Welfare and Annuity Fund and City-paid health insurance. In addition after 5, 10, 15, 20 years of service, incumbents receive \$3,545, \$4,545, \$5,545, and \$6,545, respectively, in addition to base salary as longevity. All rates are subject to change.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Correction Officers, under supervision, maintain security within correctional facilities and are responsible for the custody, control, care, job training and work performance of inmates of detention and sentenced correctional facilities, and perform related work. They supervise inmate meals, visits, recreational programs, and other congregate activities; inspect assigned areas for conditions which threaten safety and security; conduct searches in order to detect contraband; complete forms and reports; maintain appropriate log books; communicate with other area Correction Officers to exchange pertinent information; issue verbal orders, announcements and explanations to inmates; observe inmates and make recommendations concerning medical and/or psychiatric referrals; safeguard Departmental supplies and equipment; escort inmates within and outside of the facility through their transportation in departmental vehicles; respond to unusual incidents and disturbances; enforce security procedures in accordance with Department guidelines; request medical assistance for inmates when necessary; count and verify the number of inmates present in assigned areas; verify identification of inmates; and supervise inmates of either sex.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Correction Officers and environmental conditions experienced are: standing for up to 8½ hours

continuously; walking up several flights of stairs; using physical force to break up fights; when assigned a double tour, working 17 hours continuously; working outdoors in all kinds of weather; lifting heavy objects; moving heavy items; being exposed to fumes from disinfectants and sanitary supplies; wearing bullet-resistant or radiation protective vest; being subjected to close contact with inmates; responding to smoke/fire conditions which may require wearing turn-out gear such as boots, gloves, coats and using a 25 lb. Scott Air pack (Self Contained Breathing Apparatus), when necessary.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **date of appointment** you must have:

1. successfully completed 39 semester credits from an accredited college or university. In addition, you must complete an additional 21 semester credits which may be satisfied by successful completion of Academy training, to total 60 semester credits by the end of Academy training; or
2. a four-year high school diploma or its educational equivalent, and have completed two years of honorable full-time U.S. military service; or
3. a four-year high school diploma or its educational equivalent, and two years of full-time experience (a) in positions classified as Police Officers pursuant to Section 1.20, subd. 34, of the NYS Criminal Procedure Law, or (b) in positions classified as Peace Officers pursuant to Section 2.10 of the NYS Criminal Procedure Law, or (c) in positions requiring Special Patrolman designation, or (d) in positions in Federal law enforcement or law enforcement in other states or municipalities with status or designations equivalent to (a), (b), or (c) above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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

Correction Officer

your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which would ordinarily be cause for disqualification: (a) conviction of a felony; (b) conviction of any offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (c) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (d) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (e) dishonorable discharge from the Armed Forces; (f) conviction for petit larceny and (g) conviction for domestic violence.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Correction Officer. Candidates will be examined to determine whether they can perform the essential functions of the position of Correction Officer. Additionally, employees will be expected to continue to perform the essential functions of the position of Correction Officer throughout their careers, and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of Correction Officer. Eligibles will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout their careers.

Drug Testing: Eligibles must pass a drug screening in order to be appointed. All eligibles for Correction Officer will be drug tested prior to appointment as part of a pre-employment screening process. All probationary Correction Officers are subject to random drug testing during Academy Training. Correction Officers may again be drug tested on a random basis after their probationary periods are completed or as a prerequisite for assignment or promotion. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC

Correction Officer

Department of Correction are expected to conform their behavior to this policy well before they begin the application process.

Minimum Age Requirement: Applicants must be at least 17 ½ years of age by the last date of the application period to take this examination. Additionally, eligibles must have attained age 21 to be appointed as a Correction Officer. Eligibles who are too young for appointment on the date the list is terminated will have no further opportunity for appointment from this list.

Residency Requirement: The New York State Public Officers Law requires that any person employed as a Correction Officer in the New York City Department of Correction must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

English Requirement: Candidates 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.

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.

Citizenship: United States citizenship is required at the time of appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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 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.

Memorization - remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or

Correction Officer

with other pieces of information.

Problem Sensitivity - being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Number Facility - adding, subtracting, multiplying and dividing quickly and correctly.

Deductive Reasoning - applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning - combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering - following correctly a rule or set of rules of 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.

Spatial Orientation - determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization - imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

ADDITIONAL INFORMATION:

Investigation: This position is subject to investigation before appointment. At the time of investigation, eligibles will be required to pay a \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, eligibles 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 ability to meet educational requirements. Any willful misstatement or failure to present any documents required for investigation will be cause for disqualification.

Probationary Period: The probationary period is 24

Correction Officer

months. As part of the probationary period, probationers will be required to successfully complete a prescribed training course. Probationers who fail to complete successfully such training course, at the close of such training course, may be terminated by the agency head.

Firearms Qualifications: Appointees must qualify and remain qualified for firearms' usage as a condition of employment for the duration of their tenure. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, appointees must remain authorized to carry firearms under Federal and New York State statutes.

Promotion Opportunities: Employees in the title of Correction Officer are accorded the opportunity to be promoted to the title of Captain (Correction) and, from that title, to Warden (Correction) at several levels.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

ELECTRICIAN

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Electricians, under direction, perform work on the installation, repair and maintenance of high or low tension electrical systems for light, heat, power and communications in or on buildings, structures and highways; prepare reports and maintain records; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Electricians and environmental conditions experienced are: reading meters and instruments in dimly lit areas; climbing and descending ladders; working in areas of hot temperatures and poor ventilation; using both hands to work overhead; using hand held tools to prepare wires and conduit for installation; carrying tools and equipment up and down stairs.

This is a brief description of what you might do in this position and does not include all the duties of this position.

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 an electrician acquired within the last fifteen years; or
2. At least three years of full-time satisfactory experience as an electrician acquired within the last fifteen years and sufficient satisfactory experience as an electrician's helper or apprentice electrician or training in the electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such helper experience, apprentice experience or training.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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ELEVATOR MECHANIC

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Elevator Mechanics, under supervision, inspect, maintain, adjust and repair passenger and freight elevator systems and perform related work. 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, cable, rails, bumpers, 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 and electrical components and their control systems; inspect, maintain, adjust and repair escalators, platform lifts, conveyors and dumb-waiters; may operate a motor vehicle in the performance of assigned duties.

EXAMPLES OF TYPICAL TASKS:

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; 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.

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 ten years as an elevator mechanic; or
2. Not less than four and one-half years of such experience plus sufficient closely related experience

or training acquired in an approved trade or vocational school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational school training.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit **nyc.gov/dcas** during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

EMERGENCY MEDICAL SPECIALIST - EMT

SALARY: Please consult the official NOE for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Emergency Medical Specialists - EMT, under general supervision, perform tasks such as the following: provide timely, professional pre-hospital emergency medical care / Basic Life Support (BLS) to anyone who requests/requires it; provide transportation to the appropriate medical facility; operate department vehicles; receive, prioritize and dispatch calls for emergency medical assistance; assist with on-line medical control; coordinate and direct pre-hospital care resources and operations in the event of a disaster; and provide patient care under the authorization of the Medical Director. All work is performed in accordance with FDNY policies and procedures and as legislatively prescribed in the requisite curriculum and allowed by Federal/ State/ Regional Protocols and in accordance with the level of training, state designated scope of practice and New York State and Regional BLS Protocols. They also prepare and submit reports as required, and may be assigned to work in any FDNY Bureau, as needed. All personnel perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Emergency Medical Specialist - EMT and environmental conditions experienced are: Working outdoors in all kinds of weather; climbing stairs; using such devices as stair chair or ambulance stretcher; treating patients who may have infectious and communicable diseases; working for extended periods during the day or night in ambulances; driving an ambulance in all kinds of weather; working in confined spaces such as under vehicles, trains, and buildings; working at hazardous material scenes such as a chemical spill or an industrial fire or accident; treating patients at heights such as rooftops, bridges or elevated highways; and reading a Mobile Data Terminal for call information and instructions in varying light conditions.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have a four-year high school diploma or its educational equivalent; and

1. A valid NYS Department of Health EMT - Basic certification, or
2. A valid NYS Department of Health EMT - Paramedic certification.

The certification must be maintained for the duration of employment.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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. This license must be maintained for the duration of your employment. Serious moving violations, license suspensions or accident record may disqualify. Successful completion of the Emergency Vehicle Operations Course (EVOC) is required prior to the completion of the probationary period.

Respirator Equipment Requirement: Because employees must be able to wear a NIOSH-certified respirator, employees are not permitted to have facial hair that comes between the sealing surface of the respirator and the face or interferes with the valve function of the respirator.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist - EMT. Candidates will be examined to determine whether they can perform the essential functions of the position of Emergency Medical Specialist - EMT. Additionally, employees will be expected to continue to perform the essential functions of the position of Emergency Medical Specialist - EMT throughout their careers, and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of Emergency Medical Specialist - EMT. Eligibles will be required to pass a qualifying physical test, and may be required to

Emergency Medical Specialist - EMT

undergo periodic physical testing throughout their careers.

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

Character and Background: In accordance with the provisions of the State Emergency Medical Services (EMS) Code - Part 800, candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The New York State Department of Health (DOH) will review all criminal convictions from any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. For more information, contact the DOH website at www.health.state.ny.us/nysdoh/ems/main.htm or telephone (212) 268-6632. In addition to this provision of the State Emergency Medical Services Code, candidates for this position are advised that good character and satisfactory background are absolute prerequisites to appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official NOE for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

Emergency Medical Specialist - EMT

EMERGENCY MEDICAL SPECIALIST - PARAMEDIC

SALARY: Please consult the official NOE for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Emergency Medical Specialist - Paramedics, under general supervision, perform tasks such as the following: provide timely, professional pre-hospital emergency medical care/Basic Life Support (BLS) and Advanced Life Support (ALS) to anyone who requests/requires it; provide transportation to the appropriate medical facility; operate department vehicles; receive, prioritize and dispatch calls for emergency medical assistance; assist with on-line medical control; coordinate and direct pre-hospital care resources and operations in the event of a disaster; and provide patient care under the authorization of the Medical Director. All work is performed in accordance with FDNY policies and procedures and as legislatively prescribed in the requisite curriculum and allowed by Federal/ New York State/ Regional Protocols and in accordance with the level of training, state designated scope of practice and New York State and Regional BLS and ALS Protocols. They also prepare and submit reports as required and may be assigned to work in any FDNY facility, as needed. All personnel perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Emergency Medical Specialist - Paramedics and the environmental conditions experienced are: Working outdoors in all kinds of weather; climbing stairs; using such devices as stair chair or ambulance stretcher; carrying equipment and patients on ambulance stretchers; treating patients who may have infectious and communicable diseases; working for extended periods during the day or night in ambulances; driving an ambulance in all kinds of weather; working in confined spaces such as under vehicles, trains, and buildings; working at hazardous material scenes such as a chemical spill or an industrial fire or accident; treating patients at heights such as rooftops, bridges or elevated highways; and reading a Mobile Data Terminal for call information and instructions in varying light conditions.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have a four-year high school diploma or its educational equivalent; and

1. A valid NYS Department of Health EMT - Paramedic certificate and
2. A valid NYC REMAC (New York City Regional Emergency Medical Advisory Committee) certificate. The certification must be maintained for the duration of employment.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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. This license must be maintained for the duration of your employment. Serious moving violations, license suspensions or accident record may disqualify you. Successful completion of the Emergency Vehicle Operations Course (EVOC) is required prior to the completion of the probationary period.

Respirator Equipment Requirement: Because employees must be able to wear a NIOSH-certified respirator, employees are not permitted to have facial hair that comes between the sealing surface of the respirator and the face or interferes with the valve function of the respirator.

Qualifying Written Test: As a condition of completing EMS Academy training, you must pass a multiple - choice written test administered by the FDNY Division of Training.

Qualifying Practical Test: As a condition of completing EMS Academy training, you must pass a New York State Department of Health Clinical Skills Station practical test.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Emergency Medical Specialist - Paramedic. Candidates will be examined to determine whether they can perform the essential functions of the position of Emergency Medical

Emergency Medical Specialist - Paramedic

Specialist - Paramedic. Additionally, employees will be expected to continue to perform the essential functions of the position of Emergency Medical Specialist - Paramedic throughout their careers and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and /or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of Emergency Medical Specialist- Paramedic. Eligibles will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout their careers.

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

Character and Background: In accordance with the provisions of the State Emergency Medical Services (EMS) Code - Part 800, candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The New York State Department of Health (DOH) will review all criminal convictions from any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large. For more information, contact the DOH website at www.health.state.ny.us/nysdoh/ems/main.htm or telephone (212) 268-6632. In addition to this provision of the State Emergency Medical Services Code, candidates for this position are advised that good character and satisfactory background are absolute prerequisites to appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official NOE for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

Emergency Medical Specialist - Paramedic

ENGINEERING TECHNICIAN

SALARY: The current minimum salary as of 7/1/04 is \$27,465 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

ESTIMATOR (ELECTRICAL)
ESTIMATOR (GENERAL CONSTRUCTION)
ESTIMATOR (MECHANICAL)

SALARY: The current minimum salaries for these positions as of 7/1/04 are \$40,269 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOBS INVOLVE:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

FIRE ALARM DISPATCHER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Fire Alarm Dispatchers, under direct supervision in a Communications office, or under general supervision in the field, receive and transmit alarms of fire and emergency using various systems including Computer Assisted Dispatch System (CADS), Mobile Data Terminals (MDT), telephone, voice alarm, Emergency Reporting System (ERS), two-way radios, PC-based database programs, etc.; receive and process calls in regard to administrative issues or complaints from FDNY field units, other FDNY bureaus, City agencies and/or the public; interpret information received and use the computer keyboard to enter data into the computer for release to fire companies; determine the amount and type of apparatus, and which units to send to alarms; relocate companies as needed; adjust the number and/or type of units at fire scenes based on the condition and/or predetermined response assignment protocols; operate department radio and voice alarm systems to announce alarms to and receive fire company acknowledgments or response to alarms; announce special messages and notify designated parties of incidents, as required; enter data into the computer for transmission to fire companies; perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Fire Alarm Dispatchers and environmental conditions experienced are: speaking in a clear and understandable manner by telephone, Voice Alarm System, or radio; giving instructions and dispatching fire companies; eliciting pertinent information from callers who may be under stress; distinguishing between and acting upon indications of alarms which may be received in a Communications office in the form of lights, buzzers, bells or computer queue alert; visually observing equipment that has various colored lights which reflect changing conditions; and using a keyboard to access computer screens for reviewing or inputting updates and/or changes in data.

Special working conditions: Eligibles appointed to this position will be required to work rotating shifts

including nights, Saturdays, Sundays, and holidays in any or all Central Office facilities. Regularly scheduled shifts are usually 12 hours in duration, however, the position may require being ordered to work beyond the regularly scheduled shift and on days off.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

A four year high school diploma or its educational equivalent, and

(A) two years of satisfactory full-time experience, within the last five years, as an airport or railroad traffic controller, a fire alarm dispatcher in a Class "A" Fire Alarm System, or in radio or telephone call receiving and/or dispatching in an emergency communications facility; or

(B) three years of responsible, satisfactory full-time experience within the last six years, handling the receipt of multiple, simultaneous calls and radio dispatching in response thereto; or

(C) three years of satisfactory full-time firefighting and/or fire dispatching experience, within the last six years, as a member of a municipal or federal fire service/department or the New York City Fire Patrol; or

(D) three years of satisfactory service as a member in good standing of an accredited volunteer fire department within the last five years. To be creditable, such service will be evaluated in accordance with the verifiable points system established by the volunteer fire department to meet the minimum yearly service requirement for being a member in good standing. Written verification by the highest ranking member of this volunteer fire department that this requirement has been satisfied will be required.

College education may be substituted for a maximum of one year of experience as described in (B), (C) or (D) only, on the basis that 30 undergraduate semester credits from an accredited college or university is equivalent to six months year of experience.

Note: Experience in the following types of positions is not acceptable as listed in (A) or (B) above: housing superintendent, hospital page operator,

radio motor patrol vehicle operator, or other vehicle operators who receive and/or transmit messages over a mobile radio, hospital telephone operator, customer service personnel, airport dispatcher other than air traffic controller. A maximum of one year of satisfactory experience will be credited for each 12 month period. Part-time satisfactory experience will be pro-rated and credited in lieu of, but not in addition to, full-time satisfactory experience during the same 12 month period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: Medical guidelines have been established for the position of Fire Alarm Dispatcher. Candidates will be examined to determine whether they can perform the essential functions of the position of Fire Alarm Dispatcher. 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 to perform the essential functions of the job.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official NOE for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

FIRE PROTECTION INSPECTOR

SALARY: The current minimum salary as of 7/1/04 is \$32,968 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Fire Protection Inspectors, under supervision, perform work in the conduct of inspections to detect violations of laws, rules and regulations which are intended to reduce or eliminate fire hazards or assist in extinguishing fires. They inspect standpipe systems, oil filling/automotive service stations, fuel oil burner units, air conditioning units, the installation of range hood suppression systems, sprinkler systems, carbonated gas systems, air valves and emergency fuel shut-offs on tank trucks, tank compartments and lids on tank trucks; witness flow and pressure test of standpipe systems; complete and issue Violation forms, Orders and/or summonses; fill out appropriate forms as required; observe and inspect the surroundings of a structure for hazardous conditions; testify in court, when required; operate a motor vehicle; check owner's Certificate of Fitness; research applicable codes; receive complaints from the public and governmental agencies with regard to possible fire hazards; refer complaints to appropriate agency when non-Fire Department related; check for presence of fire extinguisher which meets Fire Department Code requirements; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Fire Protection Inspectors and environmental conditions experienced are: walking to and from inspection sites and during the inspection; climbing or descending ladders or stairs to get to the areas of inspection that must be checked; driving vehicle to and from inspection sites; walking over unusual surfaces such as slippery, uncertain, or metal grid surfaces; kneeling or crouching in order to verify information listed on an air conditioning compressor, or other machinery; standing for an extended period of time while conducting an inspection; communicating orally; maintaining balance while walking over narrow walkways or areas that are elevated; carrying clipboard, account files and inspection forms in order to write notes during an inspection; working in confined areas that may be

damp, dusty, dark, smoky, or acrid; working outdoors in all kinds of weather and climbing around and over various objects.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Three years of satisfactory full-time experience in one or any combination of the following areas:
 - a. The design, installation, operation, repair, testing or inspection of: fire suppression and/or extinguishing systems; and/or refrigeration or air conditioning systems with a minimum of 5 horsepower; or
 - b. The installation and repair of fuel oil heating systems; or
 - c. The formulation, enforcement or implementation of safety standards and programs in the manufacture and/or storage of materials which are potential fire hazards; or
 - d. The inspection of premises where materials which are potential fire hazards are manufactured or stored to detect the potential for fire and/or explosion; or
 - e. The inspection of facilities for compliance with fire and building codes and other safety standards and the enforcement of these codes and standards for governmental agencies; or
 - f. Service as a certified Fire Safety Director; or
2. 30 semester credits from an accredited college or university in one or more of the following areas: fire science technology; fire protection engineering; chemical, civil, mechanical, environmental, electrical, or marine engineering; or chemistry; or
3. A certificate of completion from an approved union-sponsored plumbing apprenticeship program or satisfactory completion of a course of study in plumbing from an accredited trade/high school and two years of satisfactory full-time experience in general plumbing involving water supply, drainage and gas appliance installation, or in the areas described in (1) above; or
4. A satisfactory combination of education and/or experience that is equivalent to "1," "2" or "3" above. College credit in the areas listed in "2" above may be substituted for experience on the basis of ten (10) semester credits from an accredited college for one

year of the experience described in “1” above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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. (NOTE: Class M is not acceptable.)

Medical Requirement: Medical guidelines have been established for the position of Fire Protection Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Fire Protection Inspector. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

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

<p>EXAM DESCRIPTION AND DETAILS</p>
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TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit **nyc.gov/dcas** during the application period or call **311** (212-NEW-YORK if outside the city) and ask for “Civil Service information.”*

FIREFIGHTER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change.

Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under supervision, Firefighters assist in the control and extinguishment of fires, in providing pre-hospital emergency medical care, and in the enforcement of laws, ordinances, rules and regulations regarding the prevention, control and extinguishment of fires, as well as perform Fire Safety Education activities; perform inspections and related enforcement duties to assure compliance with provision of Fire Prevention Code and applicable section of Building Code, multiple Dwelling Code, Housing Maintenance Code, Labor Law and other laws, rules, regulations, within enforcement purviews of Fire Department; perform inspection of equipment and schedule as necessary the maintenance of various tools and equipment, including but not limited to S.C.B.A. power tools, company apparatus, and personal safety equipment; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Firefighters and environmental conditions experienced are: wearing protective clothing, such as bunker suit, helmet, boots and breathing apparatus; crawling, crouching and standing, often for prolonged periods, while extinguishing fires; driving fire apparatus and other Department vehicles; climbing stairs, ladders and fire escapes; raising portable ladders; using forcible entry tools, such as axes, sledge hammers, power saws and hydraulic tools; searching for victims in smoke-filled hostile environments; carrying or dragging victims from dangerous locations; connecting, stretching and operating hose lines; locating hidden fire by feel and smell; providing medical assistance to injured or ill citizens; and providing control and mitigation of hazardous materials incidents while wearing chemical protective clothing.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

INDUSTRIAL HYGIENIST

SALARY: The current minimum salary as of 7/1/04 is \$33,435 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

INSPECTOR (CONSTRUCTION)

SALARY: The current minimum salary as of 4/1/04 is \$37,675 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Inspectors (Construction), under general supervision, perform work in the inspection of construction, repair or alteration of structures to insure conformance with building codes, standards, plans and specifications and issue summonses for non-compliance; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Inspectors (Construction) and environmental conditions experienced are: Walking to and from inspection sites and, during the course of inspections, climbing and descending ladders and stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds 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.

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 working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction; or
2. A license as a professional engineer or architect issued pursuant to the New York State Education law; or
3. Three years of full-time, satisfactory experience as described in "1" above, and two years of formal training or education in an acceptable construction program, given in a college, technical school or trade school; or
4. Three years of participation in an apprentice

construction 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 full-time satisfactory experience as described in "1" above, or two years of formal training or education in an acceptable construction program, at a college, technical school or trade school.

Experience not considered acceptable: Working as a home-improvement contractor (doing siding, roofing and painting), sheet metal worker, shipbuilder, metal lather, Sheetrock taper, glazer or insulation installer.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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.

Special Patrolman Requirement: At the time of appointment to this position, you must qualify for deputization as Special Patrolman by the New York City Police Department. To qualify, you must be of good moral character, have U.S. citizenship, and be at least 21 years of age, and 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. Additionally, if discharged from military service, the discharge must not have been "dishonorable". You must maintain these qualifications for the duration of your employment.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

JUVENILE COUNSELOR

SALARY: The current minimum salary as of 7/1/04 is \$29,267 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

This class of positions is responsible during an assigned tour of duty for the custody, direct care, supervision and counseling of juveniles in the custody of the Department of Juvenile Justice. Under direct supervision, Juvenile Counselors perform one or more of the following or similar functions: Supervise juveniles to ensure maintenance of their safety and order in juvenile detention facilities, dormitories, corridors, dining rooms, recreation rooms, classrooms, related courts, court detention rooms, hospitals and related facilities where their attendance is required; manage juveniles in detention while cases are being adjudicated in court; assist in the maintenance of the security of premises and conduct searches to ensure the custody and safety of juveniles; establish rapport with juveniles to prevent confrontations; guide and direct group and play activities; implement constructive programs designed to establish a harmonious environment; identify and report any unusual occurrences that may affect the general social atmosphere of the juvenile care facility; confer regularly with appropriate staff members regarding special issues of individual juveniles; counsel and help juveniles, individually or in groups, to assist them in the development of socially desirable habits and behavior patterns; supervise and accompany juveniles during their transit to and presence at locations where their attendance is required; regularly take attendance of juveniles; prepare records and reports as required, including but not limited to log book entries and incident reports; supervise youths in relation to sanitation and hygiene requirements; may drive vehicles for the transportation of juveniles in care; and perform related tasks.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Juvenile Counselors and environmental conditions experienced are: standing for extended periods of time, walking up stairs, restraining juveniles if the situation warrants it, using physical force to break up fights, working for extended periods during the day

or night, working outdoors as well as indoors, and driving a motor vehicle in all kinds of weather.

SPECIAL WORKING CONDITIONS: Juvenile Counselors are required to work shifts including nights, Saturdays, Sundays, and holidays. Juvenile detention facilities are located in the Bronx, and Brooklyn. These facilities operate 24 hours a day / 7 days a week. Courts are located in all boroughs. Locations and shift assignments are based on the needs of the agency.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A baccalaureate degree from an accredited college or university; or
2. An associate degree from an accredited college or university, or completion of 60 semester credits of study at an accredited college, plus two years of full-time satisfactory experience working directly with juveniles (ages 10 - 18) in a group, community, educational, or institutional setting; or
3. A four-year high school diploma or its educational equivalent, plus four years of full-time satisfactory experience as described under (2) above; or
4. A satisfactory combination of education and/or experience that is equivalent to 1, 2, or 3, above.

Experience may be substituted for education on the basis that 1 year of full-time satisfactory experience is equated to 30 semester college credits. However, all candidates must possess a four-year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirements: Medical guidelines have been established for the position of Juvenile Counselor. Candidates will be examined to determine whether they can perform the essential functions of the position of Juvenile Counselor. 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 to

perform the essential functions of the job.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit **nyc.gov/dcas**
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and ask for "Civil Service information."*

LIGHT MAINTAINER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Light Maintainers install, inspect, test, alter, maintain, and repair lighting and other electrical systems in New York City Transit Authority facilities such as subway tunnels and elevated structures, bus depots and repair shops, subway car yards and barns, and other New York City Transit Authority buildings and structures; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Light Maintainers and environmental conditions experienced are: working on or near train tracks where live high-voltage equipment is present; working outdoors in all kinds of weather; using ladders to climb onto an off trackways; hearing warnings (bell, whistle and vocal); working on elevated structures; driving, loading and unloading trucks; lifting material and equipment weighing up to 40 pounds; and driving a motor vehicle.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Four years of full-time satisfactory experience as an electrician at the journeyman/journeywoman level (i.e., a fully-trained, knowledgeable, proficient and competent mechanic) installing, maintaining and repairing lighting systems, including series and multiple lighting, conduit work, wiring and fixtures; or
2. Three years of full-time satisfactory experience as described in "1" above, plus graduation from an approved trade school or vocational high school with a major course of study in the electrical or electronic field; or
3. Three years of full-time satisfactory experience as described in "1" above, plus graduation from an accredited college with an A.A.S. degree in

electrical, electronic or electromechanical technology, or a closely related field; or

4. Two years of full-time satisfactory experience as described in "1" above, plus a bachelor's degree from an accredited college in electrical engineering, electrical technology, electronic technology, electromechanical technology or a closely related field; or

5. Completion of a four-year full-time apprenticeship in the electrical, electronic or electromechanical trade recognized by the New York State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor.

The following types of experience are NOT acceptable: superintendent of residential or commercial buildings; electronic bench technician; repairperson of home appliances, such as refrigerators, stoves, vacuum cleaners; repairperson of electronic equipment, such as office machines, personal computers, or video-cassette recorders; salesperson of lighting products.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. Eligibles will be appointed subject to the receipt of a New York State Class B Commercial Driver License with no restrictions, within the probationary period. This New York State Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Light Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Light Maintainer. 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 to perform the essential functions of the job.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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and ask for "Civil Service information."*

METAL WORK MECHANIC

SALARY: The current minimum salary as of 7/1/04 is \$64,896 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAMPLES OF TYPICAL TASKS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Please consult the official Notice of Examination (NOE) for this title during the application period.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PARKING CONTROL SPECIALIST

SALARY: The current minimum salary as of 8/7/05 is \$30,300 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Parking Control Specialists, under supervision, make inspections of traffic conditions to regulate and control parking; remove foreign objects from parking meters; test for timing defects; prepare and issue summonses for violations; record data regarding meter location, condition, and activities; operate motor vehicles; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Parking Control Specialists and environmental conditions experienced may include: working outdoors in all kinds of weather and patrolling on foot or in an assigned City vehicle for long periods of time.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have a four year high school diploma or its educational equivalent, and one year of full-time satisfactory experience directing traffic; and/or conducting surveys of traffic conditions; and/or repairing, or collecting money from secure coin receptacles; and/or issuing summonses.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Special Patrolman Requirement: At the time of appointment to this position, you must qualify for deputization as Special Patrolman by the New York City Police Department, as specified in Title 38, Chapter 13 of the Rules of the City of New York. To qualify for this deputization, you must be of good character and 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 any applicant presents a Certificate of Relief from

Disability for a conviction, consideration will be given by the NYPD to the circumstances of the underlying arrest, the age of the applicant when arrested, the time elapsed since the occurrence and the subsequent conduct of the applicant.) If discharged from military service, the discharge must not have been "dishonorable". Additionally, you must be at least 21 years of age, and you must be a U.S citizen and a resident of New York City (unless exempted by law). You must maintain these qualifications for the duration of your employment.

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.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Probationary Period: Appointees will be required to successfully complete a prescribed training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service, employees will be eligible for a uniform allowance. Employees will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

Investigation: You will be investigated prior to appointment. At the time of investigation and at the time of appointment, candidates 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, and

Parking Control Specialist

proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

*For updated information, visit **nyc.gov/dcas**
during the application period
or call **311** (212-NEW-YORK if outside the city)
and ask for "Civil Service information."*

Parking Control Specialist

POLICE ADMINISTRATIVE AIDE

SALARY: The current minimum salary as of 7/1/04 is \$25,925 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Police Administrative Aides, under supervision, with some latitude for independent action, initiative or decision, perform responsible and difficult clerical, typing, word processing and data entry tasks or perform administrative work of moderate difficulty involving the handling of confidential and other information and material; may perform cashier duties; may utilize an electric typewriter, word processor or computer terminal and perform related work.

EXAMPLES OF TYPICAL TASKS:

Employees will be required to work any tours required by the needs of the service, 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A four-year high school diploma or its educational equivalent and
 - (a) One year of full-time satisfactory experience performing clerical, word processing or data entry duties; or
 - (b) One year of full-time satisfactory experience in public contact work requiring the obtaining and recording of information from persons; or
 - (c) Completion of 30 semester credits from an accredited college; or (d) Two years of active military duty; or
2. A satisfactory combination of education and/or experience equivalent to 1(a), 1(b), 1(c), or 1(d) above. However, all candidates must possess a high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Skills Requirement: You will be required to meet the typing skills requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 35 words per minute after errors are deducted. You must meet this requirement in order to be considered for appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

POLICE COMMUNICATIONS TECHNICIAN

SALARY: The current minimum salary as of 7/1/04 is \$27,637 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Police Communications Technicians, working under direct supervision in the Police Department Communications Section, serve as 911 emergency calltakers; obtain necessary information from callers in order to initiate emergency assistance; serve as radio dispatchers of police resources; perform clerical, administrative and other duties related to the provision of emergency service; and perform related work.

EXAMPLES OF TYPICAL TASKS:

You will be required to work various tours around the clock, including Saturdays, Sundays and holidays, and you will be required on occasion to work overtime tours depending on the needs of the Department. Some of the physical activities performed by Police Communications Technicians and environmental conditions experienced are: sitting for extended periods of time with headset on while monitoring a computer screen; typing information into the computer using a computer keyboard; coordinating eye/hand movements while handling emergency calls for the efficient use of console and computer; speaking calmly and clearly in order to elicit information and give instructions to a continuous flow of callers under stress; listening carefully to clearly understand emergency information; making responsible judgments where timing is critical; and sitting within hearing distance of other calltakers working under similar conditions.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have a four-year high school diploma or its educational equivalent; plus

1. One year of satisfactory full-time experience performing clerical, typing, or secretarial work; or
2. One year of satisfactory full-time experience

dealing with the public, including the obtaining of information from persons; or

3. The successful completion of 30 semester college credits from an accredited college or university; or
4. Two years of active U.S. military duty with honorable discharge; or
5. A satisfactory combination of education and/or experience that is equivalent to 1, 2, 3, or 4 above. However, all candidates must have a four-year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical and Psychological Requirements: Medical and psychological guidelines have been established for the position of Police Communications Technician. Candidates will be examined to determine whether they can perform the essential functions of the position of Police Communications Technician. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical and/or psychological examination, and/or perform the essential functions of the job.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Selective Certification for Spanish: If you can speak Spanish, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 fee for fingerprint screening.

Probationary Period: The probationary period for

Police Communications Technician

Police Communications Technician is 18 months. You will be required to pass a 911 emergency calltaker training course and a radio dispatcher training course. In accordance with the Personnel Rules and Regulations of the City of New York, probationers who fail to successfully complete such training courses **will be** terminated.

*For updated information, visit nyc.gov/dcas
during the application period
or call **311** (212-NEW-YORK if outside the city)
and ask for "Civil Service information."*

Police Communications Technician

POLICE OFFICER

SALARY: The current minimum starting salary is \$25,100 per annum. Upon completion of six months employment, the salary will rise to \$32,700. Incumbents will receive salary increments reaching \$59,588 per annum at the completion of five and one half years employment. This rate is subject to change. In addition, there is an annual uniform allowance, holiday pay, and contributions by the City to Welfare and Annuity Funds and City-paid health insurance.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Police Officers perform general police duties and related work in the New York City Police Department. They patrol an assigned area on foot or in a vehicle; apprehend crime suspects; intervene in various situations involving crimes in progress, aided cases, complaints, emotionally disturbed persons, etc.; respond to and investigate vehicular accidents; investigate specific offenses; interact with prisoners; operate and maintain patrol vehicles; issue summonses; obtain information regarding incidents by interviewing witnesses, victims, and/or complainants; safeguard and voucher found, seized or recovered property; provide information to the public; handle situations involving maltreated, abused, or missing children; interact with juveniles; prepare forms and reports; testify in court; and perform related work. Police Officers are required to work Saturdays, Sundays, holidays, nights and change tours or work overtime when ordered as permitted by the Collective Bargaining Agreement.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Police Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over the radio with background

noise; reading and writing under low light conditions; carrying or wearing heavy equipment and wearing a bullet-resistant vest.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **date of appointment**, you must have either:

1. successfully completed 60 semester credits at an accredited college or university, accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), with at least a 2.0 cumulative index or its equivalent, or
2. a four-year high school diploma or its educational equivalent **and** have completed two years of honorable full-time U.S. military service.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Age Requirements: An applicant who is at least 17 ½ years of age by the last date of the application period is permitted to take this examination. An eligible must have attained age 21 to be appointed as a Police Officer. Eligibles who are too young for appointment on the date the eligible list is terminated will have no further opportunity for appointment from this list. Only persons who are less than 35 years of age on the first date of the application period for this examination may be appointed as a Police Officer. Thus, a candidate must not have reached his/her 35th birthday by October 5, 2005 to be appointed as a Police Officer.

Exception to Age Requirements: All persons who were engaged in military duty as defined in Section 243 of the New York Military Law may deduct from their actual age the length of time spent in such military duty, provided the total deduction for military duty does not exceed six years.

Citizenship Requirement: United States citizenship is required at the time of appointment as a Police Officer.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following

are among the factors which would ordinarily be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition towards violence or disorder; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or an inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Police Officer.

Medical and Psychological Assessment: Medical and psychological guidelines have been established for the position of Police Officer. Eligibles will be examined to determine whether they can perform the essential functions of the position of Police Officer. Additionally, employees will be expected to continue to perform the essential functions of the position of Police Officer throughout their careers, and may, therefore, be medically and psychologically tested periodically throughout their careers. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Physical Testing: Physical standards have been established for the position of Police Officer. Eligibles will be required to pass a qualifying physical test, and may be required to undergo periodic physical testing throughout their careers.

Drug Testing: Eligibles must pass a drug screening in order to be appointed. All eligibles for Police Officer will be drug tested prior to appointment as part of a pre-employment screening process. All probationary Police Officers are subject to drug testing during Police Academy Training and as part of the medical examination at the end of probation. Police Officers may again be drug tested on a random basis after their probationary periods are completed or as a prerequisite for assignment or promotion. Any member of the NYC Police Department found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Police Department has a strict zero tolerance policy concerning illegal drug use. Individuals who are considering applying for positions in the NYC Police Department are expected to conform their behavior to this policy well before they begin the application process.

License Requirement: On the date of appointment

as a Police Officer, possession of a valid unrestricted New York State Driver License is required. Employees must maintain such license during their employment.

Residency Requirement: The New York State Public Officers Law requires that any person employed as a Police Officer in the New York City Police Department must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. Your score on this test will be used to determine your place on an eligible list. The multiple-choice test may include questions which may 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.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

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.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

ADDITIONAL INFORMATION:

Investigation: This position is subject to investigation before appointment. At the time of investigation, eligibles will be required to pay a \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, eligibles 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 educational requirements. Any willful misstatement will be cause for disqualification, and failure to present any documents required for investigation will be cause for discontinuance of the investigation process.

Firearms Qualification: Appointees must qualify and remain qualified for firearms' usage and possession as a condition of employment for the duration of their tenure. The ability to qualify, and remain qualified, in the use of firearms is essential for all uniformed positions, including Police Officer. Firearms qualification tests will be administered annually to determine qualification. Failure to qualify and remain qualified for firearms' usage and possession may result in termination.

Probationary Period: The probationary period for this title is 24 months. Among other requirements, each appointee will be required to pass the Police Academy firearms, academic, physical performance, and driving tests, and meet disciplinary and performance standards throughout the probationary period. The probationary period may be extended pursuant to New York Civil Service Law and the Personnel Rules and Regulations of the City of New York.

Promotion Test: Promotion examinations for this title are regularly held for eligible New York City Police Department employees. The names appearing on any existing promotion list will be considered first in filling vacancies. However, it is expected that there will be sufficient positions available for use of the eligible list resulting from this examination.

Police Academy Physical Assessment:

Candidates who enter the Police Academy will be required to complete a physical test prior to exiting the academy. The physical test may include tests such as completing a 1½ mile run in a specified period of time.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PROJECT MANAGER

SALARY: The current minimum salary as of 7/1/04 is \$40,269 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Project Managers, under general supervision, coordinate and expedite the development or improvement of a number of simple capital engineering, architectural or landscape architectural projects; may assist in expediting the development of more complex projects which are the immediate responsibility of an Associate Project Manager. They establish project time and cost schedules; coordinate the activities required for project completion; review all schedules, reports and orders prepared by others to assure conformance with project completion dates; check work performance, resolve problems in meeting schedules and costs, and prepare reports of significant problems; assist in overseeing the consultant selection and contracting process, and manage these contracts; maintain an MIS system to provide data for planning and controlling project development; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Project Managers and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; distinguishing colors; bending and stooping during inspections; communicating orally; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A bachelor's degree from an accredited college in engineering, architecture, landscape architecture,

business administration, or public administration and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or

2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or

3. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a bachelor's degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration.

Experience which is primarily of a design nature is not acceptable towards meeting the minimum requirements.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PUBLIC HEALTH ADVISER

SALARY: The current minimum salary as of 7/1/04 is \$27,410 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

This class of positions encompasses work of varying degrees of difficulty in a program of communicable/preventable and environmental disease control, family health and maternity services, ranging from basic case management to assisting supervisory personnel in the planning, organizing and conducting of disease control efforts in these areas, all in accordance with Federal, State and City guidelines. There are two Assignment Levels within this class of positions. All personnel perform related work.

EXAMPLES OF TYPICAL TASKS:

At Assignment Level I: Under supervision, with some latitude for independent judgment, initiative and unreviewed action and decision, applies disease control and/or health promotion principles and methods, including interviewing, investigation, case management, and referrals; reviews epidemiological data; and conducts health risk assessments. Interviews and re-interviews patients with communicable/preventable and environmental diseases, and their contacts and families, to elicit contact and suspect information in order to locate the source and detect or prevent possible spread of cases related to the known infection/condition. Conducts field investigations and follows up on infected patients with communicable/preventable and environmental diseases, as well as other patients, to ensure that they are continuing treatment and taking prescribed medications; locates contacts and suspects, referring them to appropriate diagnostic facilities for examination, prophylaxis and/or treatment; determines and reports environmental health hazards. Conducts field investigations (surveillance and outbreak control activities) of reported cases of vaccine-preventable diseases and of adverse vaccine reactions; locates and refers patients and their contacts to appropriate diagnostic facilities for examination, prophylaxis and/or treatment. Performs health related procedures including the following: collects medical samples for diagnostic purposes (e.g., performs phlebotomy, collects sputum

samples); in some cases, performs laboratory tests (e.g., RPR, pregnancy); administers tuberculosis skin tests (TST); prepares blood for analysis and transports blood; administers vaccines (e.g., rubella, measles, mumps, polio, etc.) in health department clinics or in special, on-site clinics. Receives training to perform these procedures. Visits professionals involved in health care (such as physicians, laboratory directors, hospital administrators) in a variety of settings (e.g., schools, hospitals, clinics) to: gain their cooperation in providing communicable/preventable and environmental disease control programs and treatment in accordance with health care guidelines and prescribed protocols; obtain information from them regarding disease trends; assess immunization coverage; and provide educational information and literature. Maintains records and makes written reports and oral presentations for program evaluation purposes. Provides information and referrals over the telephone on a variety of public health issues, including communicable/preventable diseases and environmental health issues, as well as reproductive health issues; makes appointments and provides follow-up on referrals. May be assigned to a field site to perform pregnancy testing and provide information on options (reproductive health, STD, etc.); may escort clients to providers as needed; provides case management services for at-risk pregnant women and infants, from pregnancy through the first year of infancy; provides medical, housing, and social services referrals, as needed. Under the general direction of a school nurse, observes students administering their own oral, topical and inhalant medications or injections according to prescribed guidelines. Maintains adequate and secure storage of all medications. Assists physicians in the preparation and performance of physical examinations. Performs simple first aid and CPR tasks.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by twelve semester credits in health education, or in health, social or biological sciences; or
2. A baccalaureate degree from an accredited

college, and six months of full-time satisfactory experience in a health promotion or disease intervention/prevention program, performing one or more of the following: interviewing, conducting field investigations, assessing health risks, making referrals, or collecting and analyzing epidemiological data; or

3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described in "2" above; or

4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. However, all candidates must have a four-year high school diploma or its educational equivalent, **and** either twelve semester credits as described in "1" above or six months of experience as described in "2" above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

License Requirements: A Motor Vehicle Driver license valid in the State of New York may be required for certain assignments. If required, this license must be maintained for the duration of employment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PUBLIC HEALTH ADVISER (SCHOOL HEALTH)

SALARY: The current minimum salary as of 7/1/04 is \$15.00 per hour.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I: Public Health Advisers (School Health), under supervision with some latitude for independent judgement, initiative and unreviewed action and decision, support medical and/or professional staff in schools by performing health-related duties, applying disease control and/or health promotion principles and methods, including interviewing, investigation, case management and referrals; review epidemiological data; and conduct health risk assessments. All personnel perform related work and may perform duties in other public health programs, as required.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Public Health Advisers (School Health) and environmental conditions experienced are: traveling to all areas of the City by public transportation, car and/or by foot; visiting clinics, hospitals, doctors, nurses, laboratories, schools, correctional facilities, work sites, and homes of communicable disease clients and their contacts; walking up as many as six flights of stairs; carrying equipment and supplies weighing up to 13 pounds from vehicle to the site and back; in accordance with infection control guidelines, handling body fluids such as blood and sputum, and wearing protective garments such as surgical gloves and masks.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by twelve semester credits in health education, or in health, social or biological sciences; or
2. A baccalaureate degree from an accredited college, and six months of full-time satisfactory

experience in a health promotion or disease intervention/prevention program, performing one or more of the following: interviewing, conducting field investigations, assessing health risks, making referrals, or collecting and analyzing epidemiological data; or

3. A four-year high school diploma or its educational equivalent, and four years of full-time satisfactory experience as described in "2" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. However, all candidates must have a four-year high school diploma or its educational equivalent, **and** either twelve semester credits as described in "1" above or six months of experience as described in "2" above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: Medical guidelines have been established for the position of Public Health Adviser (School Health). Candidates will be examined to determine whether they can perform the essential functions of the position of Public Health Adviser (School Health). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PUBLIC HEALTH NURSE

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I, Public Health Nurses, under supervision, perform public health nursing duties in public health programs which may include assignments in the community, school health, child health, maternity services, homeless health, tuberculosis clinics, and/or other specialized nursing programs; make home visits and perform related work. Appointees may be required to work evening or Saturday hours.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Public Health Nurses and environmental conditions experienced are: when making home visits, may be required to walk up six flights of stairs, walk from site to site within a seven block radius of the first site visit of the day, and carry a nursing bag weighing approximately five pounds, in all weather conditions; when assigned to School Health, must be able to perform Cardio-Pulmonary Resuscitation (CPR).

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A Bachelor's of Science degree in Nursing from a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices; and
2. A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained for the duration of employment.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: You are required to undergo a medical examination.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

PUBLIC HEALTH NURSE (SCHOOL HEALTH)

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I, Public Health Nurses (School Health), under supervision, perform public health nursing duties in a school health program; make home visits and perform related work. Appointees may be required to work evening or Saturday hours.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Public Health Nurses (School Health) and environmental conditions experienced are: When making home visits, may be required to walk up six flights of stairs, walk from site to site within a seven block radius of the first site visit of the day, and carry a nursing bag weighing approximately five pounds, in all weather conditions; must be able to perform Cardio-Pulmonary Resuscitation (CPR).

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. A Bachelor's of Science degree in Nursing from a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices; and
2. A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained for the duration of employment.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Medical Requirement: You are required to undergo

a medical examination.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

RAILROAD STOCKWORKER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I: Railroad Stock Workers, under direct supervision, assist in receiving, checking, classifying, storing and distributing materials and supplies at the central storeroom and/or sub-storerooms of the New York City Transit Authority system; load and unload trucks; unpack, count, sort, mark and place materials and supplies received on pallets, shelves and in bins; pick supplies from shelves to fill requisitions; lift and carry bulky and heavy railroad parts and tools; check materials received and note breakage and differences in quantity; operate hydraulic lifts and electric fork trucks; keep storage areas and materials clean and orderly; assist in preparing inventories; assist in maintaining records of supplies and equipment received and issued; make entries in quantity ledger; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Railroad Stock Workers and environmental conditions experienced are: moving materials in and around the warehouse and storerooms; loading and unloading vehicles; operating material handling equipment such as lifts, carousels and wrapping machinery; climbing and descending ladders; lifting material and / or packages weighing up to 40 lbs; and working outside in all weather conditions.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Three years of full-time satisfactory experience as a stock assistant, stock clerk, or stock worker in an industrial, manufacturing or wholesaling business which stocks railroad, automotive, machine, aircraft or marine maintenance tools and production parts,

or plumbing, hardware or sheet metal supplies and tools; or

2. Two years of full-time satisfactory experience as described in "1" above and a four year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

REVENUE EQUIPMENT MAINTAINER

SALARY: Please consult the official NOE for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Revenue Equipment Maintainers test, diagnose, repair and perform preventive maintenance on bus and subway Automated Fare Collection equipment including, but not limited to turnstiles, token booth equipment, MetroCard vending machines and bus fare boxes, including diagnosing, troubleshooting, removing and replacing electronic circuit boards, wiring harnesses, electronic and electromechanical modular units and other components using digital multimeters, wiring schematics, palmtop computers and other special test equipment; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Revenue Equipment Maintainers and environmental conditions experienced are: distinguishing colors under poorly lit working conditions in order to troubleshoot complex equipment; responding to sounds, warning bells, horns and vehicle movements; walking between tightly spaced buses; driving a motor vehicle including, but not limited to cars, light trucks and vans; working outdoors in all weather conditions; and shift work based on 24-hour/7-day operation within the five boroughs.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Four years of full-time satisfactory experience as a journeyman/journeywoman (i.e., a fully trained, knowledgeable, experienced, proficient and competent technician) in maintaining, testing, troubleshooting, calibrating and repairing equipment incorporating microprocessors, and related electronic equipment; or
2. An associate degree from an accredited college or university in electronics, electronic technology, electrical technology, electromechanical technology, computer technology or a closely related field, and

three years of experience as described in "1" above; or

3. A baccalaureate degree from an accredited college or university in electrical engineering, electronic technology, electronics, electrical technology, electromechanical technology, computer technology or a closely related field, and two years of experience as described in "1" above;

4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for experience on the basis of 30 semester credits, including 12 credits in the specialized fields noted above, for 6 months experience. However, all candidates must have at least 2 years of experience as described in "1" above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official NOE for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

SANITATION ENFORCEMENT AGENT

SALARY: The current minimum salary as of 6/14/06 is \$24,447 per annum. This rate is subject to change.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Sanitation Enforcement Agents, under supervision, are responsible for enforcement of certain laws, rules and regulations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York State Vehicle and Traffic Laws, and New York City Traffic Regulations; and prepare and issue summonses for certain violations thereof. They inspect commercial and residential establishments, streets and sidewalks; perform security duty at Department of Sanitation facilities; operate and monitor hand-held communication devices; assist in the preparation of cases relating to summonses issued, for trial in court or before an Administrative Tribunal; operate a motor vehicle; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Sanitation Enforcement Agents and environmental conditions experienced may include: working outdoors in all kinds of weather and patrolling on foot for long periods of time.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education Requirement: By the **date of appointment**, you must have a four-year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

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.

Medical Requirement: Medical guidelines have been established for the position of Sanitation Enforcement Agent. Candidates will be examined to determine whether they can perform the essential functions of the position of Sanitation Enforcement Agent. 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 to perform the essential functions of the job.

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

Investigation: You will be investigated prior to appointment. At the time of investigation and at the time of appointment, candidates 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, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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 remembering new information; understanding the order in which to do things; understanding written language; communicating information to another person; recognizing the existence of a problem; applying general rules to a specific situation or identifying a common element in several different situations; recognizing where you are in relation to the space you are in and using a map or diagram to get from one position to another; adding, subtracting, multiplying, and dividing quickly and correctly; understanding and organizing a problem and selecting a mathematical method or formula to solve the problem; combining separate pieces of information or specific answers to problems to form general rules or conclusions;

Sanitation Enforcement Agent

Sanitation Enforcement Agent

imagining how something would look when it is moved around or when its parts are moved or rearranged; and other related areas.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period is one year. Appointees will be required to successfully complete a prescribed training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service in a fiscal year, employees will be eligible for a uniform allowance. Employees will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

*For updated information, visit nyc.gov/dcas
during the application period
or call **311** (212-NEW-YORK if outside the city)
and ask for "Civil Service information."*

SANITATION WORKER

SALARY: The current appointment rate as of 3/2/06 is \$27,624 per annum for the first six months. *This rate is subject to change.*

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Sanitation Workers, under direct supervision, perform the work, and prepare and operate various types of equipment involved in street cleaning, waste collection, recycling collection, snow removal, encumbrance removal, waste disposal and, when assigned, enforcement duties; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Eligibles appointed to this position may be required to work rotating shifts, rotating days off, nights, Saturdays, Sundays, holidays and mandatory overtime.

Some of the physical activities performed by Sanitation Workers and environmental conditions experienced are: working outdoors in all types of weather; walking and/or standing for long periods of time; operating various types of Sanitation Department equipment in all types of weather; pulling, dragging, lifting and carrying heavy and large objects, bags of garbage, cans, containers, bulk items and throwing or dumping them into a truck hopper or loading them onto a truck.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **date of appointment**, you must have a four year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Commercial Driver License (CDL) Requirement: At the **time of appointment**, all eligibles must have

a valid New York State CDL Class A or B License with the proper endorsements and restrictions.

Medical Requirement: Medical guidelines have been established for the position of Sanitation Worker. Candidates will be examined to determine whether they can perform the essential functions for the position of Sanitation Worker. 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 to perform the essential functions of the job.

Drug/Alcohol Screening Requirement: You must pass a drug/alcohol 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 as a Sanitation Worker.

Residency Requirement: The New York State Public Officers Law requires that any person employed as a Sanitation Worker in the New York City Department of Sanitation must be a resident of the City of New York or of Nassau or Westchester Counties.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

NEW YORK CITY RESIDENCY CREDIT: Five points will be added to the written test score of those candidates who qualify for the New York City Residency Credit. To be eligible for the residency credit, a candidate must have achieved a passing score on the written examination and be a resident of New York City (1) on the date of the written examination; and (2) on the date the eligible list is established. Candidates seeking residency credit must apply by following the instructions in the test booklet on the date of the written test.

Probationary Period: The probationary period is one year. The probationary period may be extended pursuant to New York City Civil Service Law and the Personnel Rules and Regulations of the City of New York. As part of the probationary period, probationers must successfully complete a prescribed training course.

Investigation: Prior to appointment and at time of investigation, candidates will be called for an interview by the Department of Sanitation (DSNY), Division of Human Resources for a background investigation and to review all required documents. Candidates must present originals or certified copies of documents and proof, including but not limited to, proof of date of birth, military service, and required residency. Any willful misstatement or failure to present any required documents will be cause for disqualification.

*For updated information, visit nyc.gov/dcas
during the application period
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and ask for "Civil Service information."*

SIGNAL MAINTAINER

SALARY: Please consult the official NOE for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Signal Maintainers, under supervision, maintain, install, inspect, test, alter and repair the railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment including all-electric, electro-pneumatic, all-relay and mechanical interlocking machines, centralized traffic control machines, electronic code systems, train identity systems, microprocessors, switch machines, automatic train stops, color light signals and related power and control equipment; keep records; drive motor vehicles; carry tools and equipment; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Signal Maintainers and environmental conditions experienced are: working on or near tracks where live high-voltage equipment is present; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in inclement weather; carrying tools and equipment; driving vehicles and operating heavy machinery.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Four years of full-time satisfactory experience as an electrician or an electronic technician at the journeyman/journeywoman level (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic), installing, maintaining or repairing electrical or electronic systems; or
2. Three years of full-time satisfactory experience as described in "1" above, plus graduation from a trade school, vocational high school, or post secondary education totaling 600 hours, approved by a state's Department of Education or comparable

governmental agency, with a major sequence of course of study in electrical, electronic or electromechanical technology, or a closely related field; or

3. Three years of full-time satisfactory experience as described in "1" above, plus graduation from an accredited college with an AAS degree in electrical, electronic or electromechanical technology, or a closely related field; or

4. Two years of full-time satisfactory experience as described in "1" above, plus a baccalaureate degree from an accredited college in electrical, electronic or electromechanical technology, or a closely related field; or

5. Completion of a four-year full-time apprentice program in the electrical, electronic or electromechanical trade recognized by the N.Y. State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor.

The following are examples, but not all inclusive, of **acceptable types of experience**: maintain and troubleshoot railroad signaling, track switching equipment, control panels, or electro-mechanical systems; maintain and troubleshoot low or high voltage electrical equipment and/or control circuitry; maintain and troubleshoot communication and telephone systems, intercoms, enunciators, public address systems, electrically controlled signs, radios and antennas; electrical repair of appliances such as washer/dryers, refrigerators, and air-conditioners; maintain and troubleshoot intrusion, fire and/or hydrogen alarms systems; maintain and troubleshoot computerized electronic equipment such as copiers, printers, mail sorters, electronic vending machines and ATM machines; install, maintain and troubleshoot Programmable Logic Control Systems; maintain and troubleshoot computer networks; and experience using network analyzers, tone generators and testers and cable testers.

The following are examples, but not all inclusive, of **not acceptable types of experience**: assembly-line work or mechanical installation or repair of mechanical components; maintaining and troubleshooting pagers, cell phones and beepers; and help desk troubleshooting, system administration, programming and data processing.

Qualifying experience must have been obtained within the past ten years.

Applicants may be summoned for the test prior to a

review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official NOE for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official NOE for this title during the application period.

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SIGNAL MAINTAINER TRAINEE

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under close supervision, receives a course of training both in the class room and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of the Transit Authority; performs related work.

EXAMPLES OF TYPICAL TASKS:

Is trained to maintain, install, inspect, test, alter and repair railroad signal apparatus, including signals, automatic train stops, switch machines, track circuit equipment, interlocking machines, and associated apparatus in the subways, elevated lines, yards, and related buildings Is trained in reading schematics and blueprints, making mathematical calculations. Is trained in the safety requirements of Signal Maintainer work. Performs beginning level Signal Maintainer work. Drives a car or van.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Four years of full-time satisfactory experience as an electrical helper with experience in the maintenance, repair, testing, construction or installation of electrical/electronic equipment; or
2. A four year high school diploma or its educational equivalent plus three years of full-time satisfactory experience as described in "1" above; or
3. Graduation from an approved trade, technical or vocational high school with a major course of study in electrical, electronic, or electro-mechanical technology; or
4. Graduation from an accredited community college with an Associate Degree in electrical technology, electro-mechanical technology or electronics.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Must possess a motor vehicle driver license valid in the State of New York with no restrictions which would preclude the performance of Signal Maintainer Trainee Work. This license must be maintained for the duration of employment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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SOCIAL WORKER

SALARY: The current minimum salary as of 7/1/04 is \$36,037 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Social Workers, under supervision, provide psycho-social services to children, adults, families and/or groups in a public agency or setting, such as direct foster care services, social services, prison health or prison-related services; they conduct program evaluations; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Social Workers and environmental conditions experienced are: traveling by public transportation and/or by foot in varying weather conditions; may walk up to six flights of stairs to make field visits.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Before appointment, you must have a master's degree in social work from an accredited school of social work.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Certificate Requirement: You will be required to have a valid certificate of Certified Social Worker (CSW) issued by the New York State Department of Education within one year of the date of appointment. This certificate must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received. If you fail to obtain your certificate within one year after appointment, your probationary period may be extended for no more than six months. If you then fail to obtain your certificate during this extension period, you will be terminated.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

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ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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SPACE ANALYST

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under varying levels of supervision and of latitude for independent action, performs work in: the study, evaluation, and analysis of the space utilization and needs of City agencies, the design of space layouts, and space allocations. There are two Assignment Levels in this class of positions; all personnel perform related work.

EXAMPLES OF TYPICAL TASKS:

Under general supervision, with some latitude for independent initiative and judgment, performs, or assists in evaluating space needs of City agencies, designing space layouts, and allocating space. Performs tasks such as the following: Reviews requests from City agencies for additional or new space; reviews and inspects agency operations; obtains data for use in evaluating the agency's operations and space requirements, with due regard for growth and economic factors. Performs studies of existing space and space layouts to determine opportunities for rearrangement and for more efficient and economic use; develops area computations and schematic layouts to reflect agency's needs; compiles and analyzes data. Prepares reports and makes recommendations concerning agency's space requirements. May represent the supervisor in discussions with agency representatives to review operations and functions, work flow, and changes in work flow necessitated by new space. Prepares and assists in the maintenance of inventories and records regarding vacant and occupied space in City-owned buildings. Conducts facilities' surveys. Assists in the preparation of reports and analyses for high level management.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college, and one year of satisfactory, full-time experience in the evaluation and layout of space in office buildings, garages and other structures used for commercial and industrial purposes. Such experience must have included projects requiring knowledge of construction needs and costs, installation of computer equipment and telephone communication systems, and building standards and leasing procedures; or
2. A four year high school diploma or its educational equivalent and five years of satisfactory, full-time experience, as described in "1" above. College education may be substituted for up to four years of experience on the basis of 30 semester credits for one year. However, all candidates must have at least one year of the experience described in "1" above.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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SPECIAL OFFICER

SALARY: The current minimum salary as of 8/7/05 is \$26,123 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under general supervision, Special Officers perform Special Officer work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Eligibles appointed to this position may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays. Some of the physical activities performed by Special Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and wearing a bulletproof vest.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

Education Requirement: You must possess a four year high school diploma or its educational equivalent by the time of appointment.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Age Requirement: Eligibles must have reached

their 20th birthday by the date of appointment.

Character and Background: Pursuant to Criminal Procedure Law Section 2.10, the position of Special Officer is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces. A felony conviction will disqualify a candidate unless the candidate has obtained a certificate of relief from disabilities by the date of appointment which specifically states that the candidate has the right to be eligible for public office. However, a candidate who has obtained such a certificate of relief from disabilities may still be disqualified based on his/her felony conviction pursuant to the application of Section 752 of the N.Y.S. Correction Law.

Peace Officer Training Certification Requirement: Candidates must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Special Officer. Candidates will be examined to determine whether they can perform the essential functions of the position of Special Officer. 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 to perform the essential functions of the job.

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

Residency Requirement: Pursuant to N.Y.S. Public Officers Law, Section 3, you must be a resident of the City of New York at the time of appointment.

Citizenship Requirement: Pursuant to the N.Y.S. Public Officers Law, Section 3, United States citizenship is required at the time of appointment.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit **nyc.gov/dcas**
during the application period
or call **311** (212-NEW-YORK if outside the city)
and ask for "Civil Service information."*

STAFF ANALYST TRAINEE

SALARY: The current minimum salary as of 7/1/05 is \$39,155 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under supervision, with some latitude for independent judgment, receives training in and assists in professional and technical work in the preparation and administration of departmental budgets; the preparation and conduct of administrative and procedural studies and analyses of the organization and operations of City agencies, and in personnel administration; performs related work.

EXAMPLES OF TYPICAL TASKS:

Receives training in and assists in the review of departmental fiscal requests and staffing proposals, the use of statistical analyses and making recommendations by the use of cost effectiveness techniques. Receives training in and assists in the conduct of surveys and studies, in collecting and analyzing data on the operations of City agencies and in making recommendations for improved efficiency. Receives training in and assists in the planning, coordination and implementation of agency personnel administration activities. May utilize computers in the performance of these duties.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

For Appointment to Salary Step 1: A baccalaureate degree from an accredited college.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

This is a trainee class of positions with a two year term. Upon satisfactory completion of two years of service and training, employees in this class of positions will mature without further examination to the title of Staff Analyst, subject to a one year probationary term in the title of Staff Analyst.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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STEAM FITTER'S HELPER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under direct supervision, assists in doing work relating to piping and equipment for heating, air conditioning, compressed air, and processing systems; performs related work.

EXAMPLES OF TYPICAL TASKS:

Assists in the installation, maintenance and repair of piping and equipment in air, steam and hot water heating, air conditioning and processing systems. Assists in the installation of boilers, feedwater, vacuum and condensate equipment. Assists in the installation of fuel oil piping and related equipment. Assists in taking on-the-job measurements and lays out work from plans, specifications and/or sketches.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Three years of full-time satisfactory mechanical experience as a Steam Fitter's Helper acquired within the last ten years; or
2. At least one and one-half years of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade, vocational or technical high school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade, vocational or technical high school.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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SUPERVISOR OF MECHANICAL INSTALLATIONS AND MAINTENANCE

SALARY: The current minimum salary as of 7/1/04 is \$40,269 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

This is a supervisory technical class of positions overseeing the installation, alteration, repair and maintenance of mechanical equipment and/or systems in assigned publicly owned, subsidized or regulated facilities, structures and their immediate grounds. There are four Assignment Levels in this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

EXAMPLES OF TYPICAL TASKS:

At Assignment Level I: Under supervision, oversees mechanical installations of moderate technical difficulty; monitors the maintenance and repair of mechanical equipment and systems; participates in the contracting for and oversight of contracts for mechanical work with contractors/vendors. May perform similar functions for simple electrical installations, maintenance and repair. Supervises and monitors installation of mechanical equipment and systems by contractors for compliance with plans and specifications; assists in the coordination of the work of various contractors and trades to expedite the mechanical work and minimize interference with the building's functioning. Makes regular on-site inspections during actual installation and during the guarantee period. Makes the final inspection. Assists the supervisor in overseeing complex installations. Recommends to the supervisor the issuance of change orders to original specifications to accommodate changing field conditions or to correct specification errors or omissions; upon approval of recommendations, prepares change orders. Monitors the maintenance and repair of mechanical equipment, etc., by regularly inspecting sites. Determines the work required and methods to be used. Sets priorities. Monitors work in progress by staff and/or by contractors. In the Department of Housing Preservation and Development authorizes the issuance of repair jobs to vendors. Reports all hazardous conditions to the supervisor. Confers with

supervisor and contractors regarding interpretation of specifications, acceptability of specific materials and adherence to plans and safety standards. Witnesses and passes upon tests required in specifications, applicable codes, and rules and regulations of government agencies. Acts as liaison between contractors and various inspectors to resolve problems as needed. Assists and advises the resident engineer, superintendent of construction and/or property manager and other supervisors in matters relating to mechanical installations and maintenance, as needed. Reviews and recommends for approval payments and requisitions submitted by contractors. Investigates appeals of contractors on rejection of equipment, materials or workmanship. Maintains logs and records; prepares shop orders, scope of work, routine specifications, cost estimates, correspondence and reports, as required. Upon request, may survey and inspect the mechanical equipment and systems of buildings and grounds to assist in determining maintenance/repair needs and methods of repair. May supervise subordinates. May, in the temporary absence of the supervisor, perform the duties of that person.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

A four-year high school diploma or its educational equivalent, and one of the following:

1. Four years of full-time satisfactory experience in the installation, repair and/or inspection of mechanical equipment in the areas of heating, ventilation, air conditioning, elevators, and/or plumbing in buildings, facilities, structures and grounds, at least two years of which must have been experience in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet; or
2. At least two years of full-time satisfactory mechanical experience in a facility, building or buildings, as described in "1" above and education up to a maximum of 2 years in an accredited college leading to a baccalaureate degree in engineering or engineering technology to make up the equivalent of the remaining required four years of experience.

Supervisor, Mech. Install. & Maint.

Supervisor, Mech. Install. & Maint.

One year of acceptable experience will be credited for each 30 semester credits of the above education.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Note: Experience which is primarily of a janitorial, tenant relations or rent collection nature, or as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

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THERMOSTAT REPAIRER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Under supervision, tests, maintains, repairs and replaces various types of thermostats and related equipment used for the control of heating, ventilating and air conditioning systems; performs related work.

EXAMPLES OF TYPICAL TASKS:

Installs tubing, pipe and fittings in connection with various types of thermostats and related equipment used for the control of heating, ventilating and air conditioning. Checks existing control installations to determine nature and cause of trouble and makes necessary repairs and/or adjustments. Uses pneumatic and/or electrical devices to check control installations. Sets and calibrates thermostats on walls and fixtures. Requisitions parts as required. Supervises assigned personnel as required. Keeps work records.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as a thermostat repairer acquired within the last ten years; or
2. At least three years of experience as described in "1" above and either sufficient experience in the thermostat repairing field as a helper or apprentice, or sufficient training of a relevant nature acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of the above helper or apprenticeship experience or training.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

TRAFFIC DEVICE MAINTAINER

SALARY: The current minimum salary as of 7/1/04 is \$34,199 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Traffic Device Maintainers, under direct supervision, prepare, install, maintain and repair vehicular traffic control devices; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Traffic Device Maintainers and environmental conditions experienced are: curbside walking to inspect parking meters; bending and stooping during inspections; climbing ladders to inspect, remove and/or replace traffic control devices; operating all kinds of hand and motorized tools; driving a motor vehicle; and working outdoors in all kinds 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.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

1. Two years of full-time satisfactory experience using hand and/or power tools to assemble, repair, maintain and/or install mechanical and/or electrical devices; or
2. A four-year high school diploma or its educational equivalent and one year of full-time satisfactory experience as described in "1" above; or
3. Graduation from an approved four-year trade, technical or vocational high school with a mechanical or electrical major; or
4. At least one year of full-time satisfactory experience as described in "1" above plus sufficient training in the mechanical or electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such training.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. Eligibles will be appointed subject to the receipt of a New York State Class B Commercial Driver License with no restrictions, within the probationary period. Appointees who do not obtain this license by the end of the probationary period will be terminated. This New York State Class B Commercial License with no restrictions must be maintained for the duration of your employment.

Medical Requirements: Medical guidelines have been established for the position of Traffic Device Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Traffic Device Maintainer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or perform the essential functions of the job.

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

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

TRAFFIC ENFORCEMENT AGENT

SALARY: The current minimum salary as of 7/1/04 is \$24,447 per annum.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

At Assignment Level I: Traffic Enforcement Agents patrol an assigned area in order to enforce laws, rules and regulations relating to movement, parking, stopping and standing of vehicles; prepare and issue summonses for violations; prepare and issue summonses to pedestrians; testify at administrative hearing offices and court; report inoperative or missing meters and traffic conditions requiring attention; prepare required reports; operate portable and vehicle radios; may operate a motor vehicle; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Some of the physical activities performed by Traffic Enforcement Agents and environmental conditions experienced are: working outdoors in all kinds of weather and patrolling on foot for long periods of time.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have a four-year high school diploma or its educational equivalent.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Motor Vehicle Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. Assignment to Traffic Enforcement Agent Level III requires a Class C Non-CDL (Non-Commercial Driver License) with a W (commercial towing) endorsement or a Class A or B CDL with a W endorsement valid in the State of New York. These licenses must be maintained for the duration of your employment. Serious moving violations, license

suspension or accident record may disqualify.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. Candidates will be examined to determine whether they can perform the essential functions of the position of Traffic Enforcement Agent. 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 to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed. Incumbents at Assignment Level III are subject to additional drug screening.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service, employees will be eligible for a uniform allowance. Employees will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours.

Investigation: You will be investigated prior to appointment. At the time of investigation and at the time of appointment, candidates 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, and proof of any military service and proof of educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

*For updated information, visit **nyc.gov/dcas** during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*

TRANSIT ELECTRO-MECHANICAL MAINTAINER

SALARY: Please consult the official Notice of Examination (NOE) for this title during the application period.

This information is based on the previous Notice of Examination (NOE) for this title and is therefore subject to change. Please consult the official NOE for this title during the application period.

WHAT THE JOB INVOLVES:

Transit Electro-Mechanical Maintainers, under supervision, maintain, inspect, test, alter and repair all electro-mechanical equipment of the New York City Transit Authority's Maintenance of Way Division, including swing bridges and all such equipment in elevated and surface stations, shops, buildings and yards; and perform related work.

EXAMPLES OF TYPICAL TASKS:

Transit Electro-Mechanical Maintainers work from schematic diagrams and technical manuals; troubleshoot control system problems; operate power machine tools, portable power tools and hand tools; solder and braze; keep records, prepare and submit reports; perform mathematical calculations; drive motor vehicles to and from job sites; load and unload tools, equipment and materials; fabricate parts; inspect new material and equipment at manufacturing plants; and work in one of the following areas:

Ventilation and Drainage: In this area, Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter, replace and/or repair: equipment and components such as generators, motors, electro-mechanical relays, Programmable Logic Controllers (PLCs), limit switches, pumps, fans, valves, wiring, heaters, compressors, gasoline and diesel engines and sewage ejectors; and perform related work.

Heating and Air Conditioning: In this area, Transit Electro-Mechanical Maintainers maintain, install, clean, adjust, overhaul, repair and inspect: air conditioners and components such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves; and boilers, furnaces and components such as boiler sections, heaters, radiators, piping, pumps, motors and electrical and electronic controls and valves; and perform related work.

Elevator and Escalator Maintenance: In this area, Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter and repair electrical and mechanical equipment such as elevator cabs, doors and door control equipment, step treads, escalator, elevator, and associated control equipment; and perform related work. Some of the physical activities performed by Transit Electro-Mechanical Maintainers and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks near live third rails and tripping hazards; clearing work areas in readiness for approaching trains; reaching into dark spaces to make tactile inspections; crouching while working in confined spaces; crouching and stooping to reach equipment being repaired; working in confined areas and wearing required apparatus (a safety harness, a lifeline and a Scott air pack) while working in those areas; performing work in a crouched position for long periods of time; working at heights and lifting heavy material and equipment, depending on the assignment; lifting equipment overhead; making visual inspections of equipment; climbing and descending ladders and stairs; loading and driving utility trucks or vans; distinguishing colors of lights; reading gauges and drawings; distinguishing colored wiring; using hand tools; and responding to sounds and warning bells.

This is a brief description of what you might do in this position and does not include all the duties of this position.

HOW TO QUALIFY

EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the application period** you must have:

1. Three years of full-time, satisfactory experience as a journeyman/journeywoman (i.e., fully-trained, knowledgeable, proficient and competent mechanic) in one or a combination of the following fields:
 - a. The installation, maintenance and repair of heavy duty electro-mechanical equipment such as pumps, ventilating fans, air compressors, sewage ejectors, cranes and related electromechanical controls and motors; or
 - b. The installation, maintenance and repair of heavy duty electrical equipment such as generators, motors, rectifiers and transformers; or

Transit Electro-Mechanical Maintainer

- c. The maintenance, overhaul and installation of heavy duty pneumatic or hydraulic equipment, or gasoline engines and their component parts; or
 - d. The installation, repair and maintenance of industrial, commercial or domestic air conditioning units, or commercial refrigeration equipment, or heating systems in buildings, and the electrical controls and wiring for such equipment; or
 - e. The construction, installation, maintenance and repair of elevators and escalators and their component parts; or
2. Two years of full-time satisfactory experience as described in "1" above, plus one of the following:
- a. Graduation from a recognized trade or vocational high school with a major sequence of courses in mechanical, electrical or electronic technology, or a closely related field; or
 - b. Graduation from an accredited college with an A.A.S. degree in mechanical, electrical or electronic technology; or
 - c. Two years of full-time satisfactory experience performing work described above as a helper; or
3. Completion of a four-year, full-time apprenticeship in a mechanical or electrical trade such as in the construction, repair and maintenance of elevators, escalators, pumps, fans, compressors, air conditioning and/or heating systems recognized by the New York State Department of Labor; the U.S. Department of Labor or any apprenticeship council which is recognized by the U.S. Department of Labor.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

Applicants may be summoned for the test prior to a review of their qualifications.

ADDITIONAL INFORMATION:

Unacceptable Types of Experience: Office machine repair; repair of home appliances such as refrigerators, freezers, toasters, home ovens, microwave ovens or vacuum cleaners; installation and/or repair of radios, audio equipment, video equipment or computer hardware.

EXAM DESCRIPTION AND DETAILS

TEST DESCRIPTION:

Please consult the official Notice of Examination (NOE) for this title during the application period.

ADDITIONAL INFORMATION:

Medical Requirement: Medical guidelines have

Transit Electro-Mechanical Maintainer

been established for the position of Transit Electro-Mechanical Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Transit Electro-Mechanical Maintainer. 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 to perform the essential functions of the job.

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

License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York with no restrictions or encumbrances which would preclude performing this job. This license must be maintained for the duration of employment.

*For updated information, visit nyc.gov/dcas during the application period or call **311** (212-NEW-YORK if outside the city) and ask for "Civil Service information."*