



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

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

**NOTICE
OF
EXAMINATION**

**MOTOR VEHICLE OPERATOR (CUNY)
Exam. No. 9004
(For The City University of New York Only)**

WHEN TO APPLY: From: May 5, 1999 **APPLICATION FEE: \$30.00**
To: May 25, 1999 *Payable only by money order to D.C.A.S. (DOP)*

THE TEST DATE: Multiple-choice test expected to be held on **November 20, 1999.**

WHAT THE JOB INVOLVES: Motor Vehicle Operators, under supervision, operate motor vehicles such as passenger cars, ambulances, hearses, trucks, wreckers, forklifts, tractor-trailer trucks and sign-erecting trucks. In a small garage, they may do dispatching of personnel, motor vehicles and equipment. Motor Vehicle Operators may drive a truck carrying employees and material to and from work locations or act as a chauffeur to an official. Motor vehicle operators check tires, oil and fuel of the vehicle, replenish fluids as needed and check the vehicle to see that lights, horn and brakes appear to be operating properly. They change tires or wheels; assist in loading and unloading of materials, equipment and passengers; transport collectors and cases of coin boxes to and from collection areas; and are responsible for tools, supplies, materials and equipment carried in or on the assigned vehicle; and perform related work. Employees in this title may be required to work rotating shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Motor Vehicle Operators and environmental conditions experienced are: driving in all kinds of traffic and weather conditions, bending, lifting and loading small packages up to 50 lbs, changing tires, sitting for long periods of time and using hand trucks.

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

THE SALARY: The current minimum salary is \$25,420 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: There are no formal education or education experience requirements.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Medical Requirement: You will be required to undergo a medical examination.

License Requirements: You must have a Motor Vehicle Driver License valid in the State of New York at the time of appointment. History of serious moving violations, license suspensions or serious accidents may disqualify for appointment. Employees must maintain this Driver License during their employment.

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

Residency: City residency is not required for this position.

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 University of New York.

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on: rules of the road, defensive driving practices and safety precautions; application of written instructions; communicating information to others; maintaining records and filling out forms; solving problems with basic arithmetic operations; vehicle readiness check, basic equipment check and related safety procedures; planning travel routes; delivery and pickup procedures; loading and unloading procedures; and other related areas.

THE TEST RESULTS: If you pass the multiple-choice test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

ADDITIONAL INFORMATION:

Selective Certification for Commercial Driver License: If, at the time of appointment, you have a Class A, B or C Commercial Driver License valid in the State of New York, or a combination of these licenses, or possession of a valid New York State Learner's Permit for a Class A, B or C Commercial Driver License, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B, or C Commercial Driver License (CDL) for the duration of your employment. There may be certain age requirements to obtain these licenses. A candidate with a Learner's Permit must obtain the appropriate Driver License within three months from the date of appointment.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Vice Chancellor for Faculty and Staff Relations.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Motor Vehicle Operator in City agencies you must submit a separate application and fee for Exam. No. 8047 from May 5, 1999 through May 25, 1999. If you would like to apply for Motor Vehicle Operator in HHC you must submit a separate application and fee for Exam No. 8048 from May 5, 1999 through May 25, 1999.

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

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City University of New York is an Equal Opportunity Employer.

Title Code No. 91212; Motor Vehicle Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.ci.nyc.ny.us/html/dcas/home.html**