



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO AUTO MECHANIC

Exam. No. 6552

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

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

WHAT THE JOB INVOLVES: Auto Mechanics, under supervision, overhaul, repair and maintain engines, motors, and motor-powered equipment, component assemblies, and component systems used in automotive, construction and other special-purpose equipment powered by internal combustion engines. They act as "troubleshooters" in determining mechanical and electrical defects; make minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power; overhaul, maintain and make repairs to internal combustion engines, motors and other types of motor power, brake systems, transmissions, ignition systems, related electronic systems, rear ends, differential assemblies, fuel systems, hydraulic systems and other related systems and components; align wheels and repair steering equipment; reline and adjust brakes and clutches; may transmit orders to other journeymen as directed; may supervise machinist's helpers, senior automotive service workers, automotive service workers, and other personnel as directed; train assigned machinist's helpers, senior automotive service workers, automotive service workers, or other related personnel in the performance of various maintenance and/or repair tasks; may make minor auto body repairs; may prepare reports and orders, and maintain records and inventories of parts, components, supplies and materials; operate and test motor vehicles and equipment in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Auto Mechanics and environmental conditions experienced are: working in a non-temperature controlled environment; climbing ladders; moving heavy automotive parts; carrying heavy tool boxes; crawling and working in narrow spaces; working in the vicinity of hazardous, flammable materials and solvents and engine exhaust fumes; operating motor vehicles for testing purposes.

Special Working Conditions: Auto Mechanics may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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

THE SALARY: The current minimum salary is \$27.30 per hour. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed or appears on a Preferred List (see Note, below) for the title of Senior Automotive Service Worker or Machinist's Helper; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIRED FORM:

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

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

If you qualify under "2" above, your promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within six months of promotion.

For all promotions, the Class B Commercial Driver license valid in the State of New York must have no restrictions that would preclude the performance of Auto Mechanic work, and must be maintained for the duration of your employment.

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

THE TEST: There will be a qualifying written multiple-choice test and a practical test. You must achieve a score of at least 70% to pass each of these tests. Your score on the practical test will be used to determine your place on an eligible list.

The multiple-choice test may include questions on such areas as: the operating principles of internal combustion engine automotive components, transmissions, clutches, brakes, wheels and tires; diagnostic equipment and analysis of data; repair of motor vehicle components, accessories and systems; tools; safety practices; basic arithmetic; reading comprehension; materials and electricity; shop equipment and shop techniques commonly used in affecting overhaul and reconstruction of automotive components; training of subordinates; preparation of reports and records; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

Candidates who pass the multiple-choice test will be summoned to take the practical test. The practical test may assess your ability to: troubleshoot, adjust, diagnose, repair and replace faulty automotive components; use automotive test equipment; and perform other related tasks.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

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

ADDITIONAL INFORMATION:

Selective Certification for New York State Certification as a Motor Vehicle Inspector: The eligible list resulting from this examination may be selectively certified to fill positions which require, at the time of promotion:

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

Follow the instructions given in the test booklet on the day of the multiple-choice test to indicate your interest in such Selective Certifications. If you will meet a Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. If you are appointed through Selective Certification, you must maintain your Motor Vehicle Inspector Certificate for the duration of your employment.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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

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Title Code No. 92510; Skilled Craftsman and Operative Service.

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