



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 SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT)
 Exam. No. 1528
 Amended Notice (March 17, 2004)**

WHEN TO APPLY: From: February 4, 2004 **APPLICATION FEE: \$60.00**
 To: February 24, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, June 5, 2004.**

The Notice of Examination is amended to add "The Written Test Description" subsection under "THE TEST" section.

WHAT THE JOB INVOLVES: Supervisors of Mechanics (Mechanical Equipment) under general supervision or direction, supervise, direct and are responsible for the work of assigned personnel in connection with the repair, overhaul and maintenance of various types of mechanical equipment, motor vehicles and automotive equipment; supervise assigned personnel; prepare work schedules and make assignments; make decisions relative to methods of doing work; may interpret mechanical drawings; make inspections and check work progress; make recommendations and suggestions regarding the purchase of production machinery; insure that an adequate supply of proper parts is maintained in all stockrooms; initiate purchase of parts and equipment; contact vendors to ensure that parts, materials and equipment are made to specifications and will be delivered on time; insure that equipment needs are met in assigned area; are responsible for the maintenance, repair and safeguarding of assigned equipment; develop, recommend and implement productivity and cost saving measures; enforce safety precautions; keep records and make reports; operate motor vehicles in the performance of assigned duties; 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.)

THE SALARY: The current minimum salary is \$81,071 per annum. 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**. Applications will not be accepted in person.

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 in or appears on a Preferred List (see Note, below) for the title of Auto Machinist, Auto Mechanic, Auto Mechanic (Diesel), Electrician (Automobile), or Machinist; 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)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. 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 are marked "not eligible," your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENT TO BE APPOINTED:

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.

FOR DEPARTMENT OF SANITATION ONLY: You will be required to obtain a New York State **Class A or Class B** Commercial Driver License with no restrictions, within ninety days of promotion. This New York State **Class A or Class B** Commercial Driver License with no restrictions must be maintained for the duration of your employment. If you fail to obtain your New York State **Class A or Class B** Commercial Driver License you will be terminated.

FOR DEPARTMENT OF TRANSPORTATION ONLY: You will be required to obtain a New York State **Class A only** Commercial Driver License with no restrictions, within ninety days of promotion. This New York State **Class A only** Commercial Driver License with no restrictions must be maintained for the duration of your employment. If you fail to obtain your New York State **Class A only** Commercial Driver License you will be terminated.

You must pass a drug and alcohol screening in order to be appointed to the Department of Sanitation or the Department of Transportation, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment as a Supervisor of Mechanics (Mechanical Equipment).

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion.

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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The Written Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Supervisor of Mechanics (Mechanical Equipment). Task categories to be tested may include questions on:

1. Consulting and Advising
2. Cost Projections and Estimates
3. Discipline/Conflict Resolution
4. Emergencies/Unusual Incidents
5. Evaluations
6. Inspections of Personnel, Equipment and Facilities
7. Preparation/Review of Paperwork
8. Prioritizing and Scheduling/Coordinating
9. Record Keeping
10. Technical Expertise/Specifications and Research
11. Training/Development of Staff

Knowledge categories to be tested may include questions on: Technical Knowledge; Personnel Policies and Procedures; Safety Considerations; and Mayor's Executive Order No. 16 of 1978, as amended.

The test will include questions which may require the use of any of the following abilities:

1. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
2. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
3. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
4. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
5. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
6. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
7. **Mathematical Reasoning:** This is the ability to reason abstractly using quantitative concepts and symbols. It encompasses reasoning through mathematical problems in order to determine appropriate operations which can be performed to solve them. It also includes the understanding or structuring of mathematical problems. The actual manipulation of numbers is not included in this ability.
8. **Number Facility:** This is the ability to manipulate numbers in numerical operations; for example, add, subtract, multiply, divide, integrate, differentiate, etc. The ability involves both the speed and accuracy of computation.
9. **Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.
10. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
11. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
12. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
13. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
14. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.

Some of the items in the multiple-choice test may be in the in-basket format. An in-basket test refers to a type of testing methodology that simulates an office setting where an employee acts on a pile of documents in his/her in-basket.

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 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification: If, at the time of appointment, you have a Class B Commercial Driver License that is valid in the State of New York, 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 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 New York State Class B Commercial Driver License for the duration of your employment.

Drug Screening Requirement: Candidates who are considered for appointment to positions through Selective Certification must pass a drug screening in order to be appointed.

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 are appointed to an eligible title 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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92575; Special Crafts and Operational Occupational Group

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