



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

REQUIRED FORMS

APPLICATION FORM
 EDUCATION AND EXPERIENCE
 TEST PAPER
 FOREIGN EDUCATION
 FACT SHEET
 (IF APPLICABLE)

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

**NOTICE
 OF
 EXAMINATION**

SUPERVISOR OF ELECTRICAL INSTALLATIONS AND MAINTENANCE

Exam. No. 1035

**WHEN TO APPLY: From: October 3, 2001
 To: October 23, 2001**

**APPLICATION FEE: \$45.00
 Payable only by money order to D.C.A.S. (EXAMS)**

WHAT THE JOB INVOLVES: Supervisors of Electrical Installations and Maintenance oversee the installation, alteration, repair and maintenance of electrical equipment and/or systems in buildings and grounds under the City's jurisdiction. At Assignment Level 1, under supervision, they oversee electrical installations of moderate technical difficulty; monitor the maintenance and repair of electrical equipment and systems; participate in the contracting for and oversight of contracts for electrical work with contractors and/or vendors; and perform related work.

Some of the physical activities performed by Supervisors of Electrical Installations and Maintenance 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; working in confined areas; bending and stooping during inspections; 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.)

THE SALARY: The current minimum salary is \$40,757 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment level are made at the discretion of the agency, and require an additional year of experience.

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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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 in the installation, repair and/or inspection of electrical equipment, at least two years of which must have involved a large building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories, adding up to a total of at least 100,000 square feet; or
2. A combination of education and experience that is equivalent to the four years of experience required in "1" above. College education leading to a baccalaureate degree in engineering or engineering technology may be substituted for the required experience in the installation, repair and/or inspection of buildings and/or facilities on the basis of 5 semester credits for two months of experience up to a maximum of 60 semester credits. However, to qualify, candidates must have at least two years of the required experience in the installation, repair and/or inspection of electrical equipment in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories, adding up to a total of at least 100,000 square feet; or

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3. One year of full-time satisfactory experience working for a city agency or authority governed by the Personnel Rules and Regulations of the City of New York performing the full range of duties in the installation, repair and/or inspection of electrical equipment and/or systems in buildings, grounds, and/or facilities. This requirement is applicable for this examination only.

Experience which is primarily as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements.

Warning: In order to qualify under "1" or "2" above, you must state in the experience paper that you have at least two years of the required experience in a large building or facility or a number of buildings of at least 3 stories, adding up to a total of at least 100,000 square feet.

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.

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 of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory experience in the installation, repair and/or inspection of electrical equipment in one or more buildings and/or facilities, you will receive:

- (A) 10 points for at least one year but less than two years of experience; or
- (B) 20 points for at least two years but less than three years of experience; or
- (C) 30 points for at least three years of experience.

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. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience 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.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 34205; Building Installations And Maintenance Supervisory Occupational Group

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas