



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)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

THERMOSTAT REPAIRER
Exam. No. 6027
(For Agencies Under the Jurisdiction of DCAS Only)

WHEN TO APPLY: From: August 2, 2006 **APPLICATION FEE: \$60.00**
To: August 22, 2006 *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, December 2, 2006**

WHAT THE JOB INVOLVES: Under supervision, Thermostat Repairers test, maintain, repair and replace various types of thermostats and related equipment used for the control of heating, ventilating and air conditioning systems. They install tubing, pipe and fittings; check existing control installations to determine nature and cause of trouble and make necessary repairs and/or adjustments; use pneumatic and/or electrical devices to check control installations; set and calibrate thermostats on walls and fixtures; requisition parts as required; supervise assigned personnel as required; keep work records; and perform related work.

Some of the physical activities performed by Thermostat Repairers and environmental conditions experienced are: working on or near controls for high pressure steam and air lines; working on or near controls that may operate at high voltage; working on or near ducts, pipes, or steam lines that could be insulated with hazardous materials; working in a confined space such as a plenum or chase or hung ceiling; climbing and working on ladders and/ or scaffolding 16 feet or more in height; walking or standing four to six hours a day; and lifting weights of sixty pounds to a height of three to four feet.

Special Working Conditions: Thermostat Repairers 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 \$42.41 per hour. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms 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.

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 a Thermostat Repairer acquired within the last ten years; or
2. At least three years of full-time satisfactory experience as described in "1" above and either sufficient experience in the thermostat repairing field as a helper or an apprentice, or sufficient training of a relevant nature acquired in an approved trade or technical school 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 experience, apprenticeship experience or training.

Education and Experience Requirements must be met by the last day of the Application Period.

You may be given the multiple-choice test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: You 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 FORMS:

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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A1 through A3, B, C and D. 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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: 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 such areas as: identifying controllers, controlled devices, components and tools; the basic operation, maintenance, repair and testing of pneumatic and electro-mechanical controllers used in heating, ventilation and air conditioning systems; calibrating controllers; reading prints; and testing, laying out and assembling copper and plastic pneumatic lines.

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 meet the education and experience requirements and if you pass the multiple-choice test, 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:

This examination is for all agencies under the jurisdiction of DCAS and not for the Health and Hospitals Corporation (HHC) and City University of New York (CUNY). If you would like to apply for Thermostat Repairer in HHC you must submit a separate application and fee for Exam. No. 6058 from August 2, 2006 through August 22, 2006. If you would like to apply for Thermostat Repairer in CUNY you must submit a separate application and fee for Exam No. 6059 from August 2, 2006 through August 22, 2006.

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 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. 91940; Skilled Craftsman and Operative Service.

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