



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE ST, 14th FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

**RUBBER TIRE REPAIRER
Exam No. 2032**

WHEN TO APPLY: From: February 1, 2012
To: February 21, 2012

APPLICATION FEE: \$68.00
*If you pay online by credit card, bank card or
debit card, you will receive a \$5.00 discount.*

WHAT THE JOB INVOLVES: Rubber Tire Repairers, under supervision, inspect, adjust, replace and repair tires, tubes, valves and related tire parts used on vehicles and equipment, both in the shop and on the road; they evaluate damage and wear to wheels and to casings, tread, sidewalls of tires, inner tubes and related parts; replace and adjust related parts, including wheels rims and rings; make sectional repairs to tires, including cutting down, buffing, cementing and building up; operate tire molds of various sizes; remove and mount tires and wheels on trucks, passenger cars, other vehicles, and earth moving and other equipment; balance tires and wheels when appropriate; pick up, load, transport and unload tires and wheels; operate vehicles and equipment when necessary to perform Rubber Tire Repairer duties. Rubber Tire Repairers may also supervise assigned personnel and transmit orders to other personnel; keep and make reports. All Rubber Tire Repairers perform related work.

Some of the physical activities performed by Rubber Tire Repairers and environmental conditions experienced are: standing for long periods of time; walking through large repair centers; bending, crouching and kneeling; lifting and carrying heavy equipment; carrying tools and/or equipment weighing up to 100 pounds; working in confined areas; working outdoors in all kinds of weather; working in areas that have high noise levels and may be damp, dusty, dirty and/or acrid; and operating and maintaining large industrial tools and equipment.

Special Working Conditions: Rubber Tire 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 \$25.32 per hour for a 40 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including, but not limited to, Google, Yahoo, Hotmail and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will have hours Monday through Saturday from 9:00 A.M. to 5:00 P.M.:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computerized Testing Centers will be closed on February 20, 2012.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Experience Requirements: By the last day of the Application Period, you must have:

Three years of satisfactory full-time experience in the repair of tires, tubes, wheels and related parts normally used on vehicles and other equipment in a large repair shop or garage specializing in such work.

Experience in the repair of tubes and tires acquired incidental to the performance of other mechanical or automotive duties is **not an acceptable** form of experience.

You may be given the 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.

Driver License Requirement: At the time of appointment, 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 appointment will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within six months of appointment.

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

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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.

English Requirement: You must be able to understand and be understood in English.

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:** Fill out Sections **B and C**. 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.

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 additional credit up to a maximum of 100 points on the following basis:

Additional Credit:

You will receive:

If you have full-time satisfactory experience in the repair of tires, tubes, wheels and related parts normally used on large commercial vehicles, trucks, buses and other large equipment in a large repair shop or garage specializing in such work.

10 points for each year

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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

Experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the experience 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:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, 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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre St, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90736; Skilled Craftsman and Operative Service Group

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