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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

MAINTENANCE WORKER Exam No. 6119

(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: March 4, 2026

To: March 24, 2026

APPLICATION FEE: \$85.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Tuesday, June 23, 2026.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Maintenance Workers, under direct supervision, assist in the routine maintenance, operation and repair of public buildings and structures, and the equipment they contain. They conduct visual inspections of building equipment and conditions; maintain, adjust and make repairs of building hardware, furniture, shelving and equipment; replace broken window and door glass; repair windows and sash; make repairs to masonry, woodwork, flooring and walls; make repairs to building electrical, plumbing and heating systems; assist in relocating building equipment as directed; visually inspect public buildings, structures and equipment to assess and check for defects, malfunctions and hazardous conditions; visually check for and record the observable conditions of the premises; prepare reports; keep records; and may operate a motor vehicle in the performance of assigned duties. All Maintenance Workers perform related work.

Special Working Conditions:

Maintenance Workers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Maintenance Workers and environmental conditions experienced are: climbing stairs and ladders up to 50 feet above the ground; lifting and carrying objects weighing up to 50 pounds; using power driven and regular hand tools; bending; crouching and kneeling; working in confined spaces; working outdoors in all kinds of weather conditions.

(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 \$34.84 per hour for a 40-hour work week. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by March 24, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (March 24, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Three years of full-time satisfactory experience as a mechanic, journeyman or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; **or**
2. At least two years of full-time satisfactory experience as described in "1" above plus sufficient full-time training or education in the electrical, mechanical, or construction trades in a trade school, technical school or vocational high school to make up the equivalent of three years of acceptable experience. Six months of experience will be credited for each year of full-time acceptable training or education.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Note: Experience performing janitorial-type maintenance will not be acceptable for meeting the work experience requirements.

The trade school, technical school, vocational high school, high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization.

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

Driver License Requirement (for Department of Citywide Administrative Services only):

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 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.

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.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review

the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.

Once you Final Submit, no changes can be made. Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

3. **If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "**document-by-document**" (**general**) evaluation.

THE TEST:

The multiple-choice test for the **Maintenance Worker** position will be conducted at a computer terminal, and your score will determine your ranking on the eligible list. To pass, you must achieve a minimum score of at least 70%.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a **Maintenance Worker**.

Task areas to be tested are as follows: general carpentry repairs on doors and windows; plumbing; electrical; miscellaneous repairs; equipment and appliance repairs and installation; tools; safe work practices; record keeping; and other related categories.

The multiple-choice test may include questions requiring the use of any of the following abilities:

Written Expression: The ability to use English words or sentences in writing so that others will understand.

Example: A Maintenance Worker may use this ability to clearly document the work performed so that others know what has been done.

Memorization: The ability to remember information, such as words, numbers, pictures and procedures.

Example: A Maintenance Worker may use this ability to remember how to perform certain repairs without constantly checking to see how they are done.

Problem Sensitivity: The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. **Example:** A Maintenance Worker may use this ability to diagnose a problem that is not immediately clear.

Mathematical Reasoning: The ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. **Example:** A Maintenance Worker may use this ability to look at a problem through a mathematical lens in order to accurately address it, such as determining the size of a sink or tub if an issue arises.

Number Facility: The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. **Example:** A Maintenance Worker may use this ability to perform basic math when making measurements, using chemicals or fuel, etc.

Deductive Reasoning: The ability to apply general rules to specific problems to come up with logical answers. **Example:** A Maintenance Worker may use this ability to reason through certain problems using general rules or guidelines.

Inductive Reasoning: The ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions. **Example:** A Maintenance Worker may use this ability to apply a general principle from one repair to another repair.

Information Ordering: The ability to correctly follow a rule or set of rules or actions in a certain order, such as numbers, letters, words, procedures, sentences, and mathematical or logical operations. **Example:** A Maintenance Worker may use this ability to follow a set of instructions when making repairs.

Spatial Orientation: The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. **Example:** A Maintenance Worker may use this ability to know where parts or tools are at all times, especially when working on something with a motor.

Visualization: The ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. **Example:** A Maintenance Worker may use this ability to know when parts are in the incorrect place or position and be able to fix them.

Time Sharing: The ability to shift back and forth between two or more sources of information. **Example:** A Maintenance Worker may use this ability to complete tasks in accordance with specific rules while also ensuring any maintenance issues are resolved.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice test.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. If you use any prohibited devices or remove them from your Yondr pouch without authorization—whether in the testing area, restroom, hallway, or any other location—you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the qualification requirements and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were 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
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

Make-up Test:

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

1. being ordered to military duty; or

2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

If you have the license, certification(s), and/or experience listed below, you may be considered for appointment to positions requiring this license, certification(s), and/or experience through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your license, certification(s), or experience will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Driver License (MVO):** A motor vehicle Driver License that is valid in the State of New York. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**
2. **Selective Certification for Positions Requiring Heating Experience (HET):** At least six (6) months of full-time satisfactory experience in the diagnosis and repair of heating plants and hot water systems in large tenanted buildings, including burner and boiler repair in a private, not for profit, or government agency.
3. **Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP):** Possession of a USEPA Certification in Renovation, Repair and Painting. **If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting valid for the duration of your employment.**
4. **Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement) (ILB):** Possession of a USEPA Certification in Lead-based Paint Activities (Abatement). **If you are appointed through Selective Certification, you must maintain your United States Environmental Protection Agency (USEPA) Certification in Leadbased Paint Activities (Abatement) valid for the duration of your employment.**
5. **Selective Certification for Gas Work Qualification (G54):** Possession of a Gas Work Certification. **If you are appointed through Selective Certification, you must maintain your Gas Work Certification for the duration of your employment.**
6. **Selective Certification for Municipal Government Experience (MGE):** At least two (2) years of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
7. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
8. **Selective Certification for AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
9. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
10. **Selective Certification for Educational Environment Experience (EDU):** At least two (2) years of satisfactory, full-time experience working in an educational program(s) and/or institution(s).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

This examination is for positions with City Agencies only. If you would like to apply for Maintenance Worker (NYC Health + Hospitals), you must submit a separate application and fee for Exam No. 6120 from March 4, 2026 through March 24, 2026.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcass and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
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For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcass