



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO PLASTERER
Exam No. 6538
New York City Housing Authority (NYCHA)

WHEN TO APPLY: From: December 3, 2025
To: December 23, 2025

APPLICATION FEE: \$101.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, March 10, 2026

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

WHAT THE JOB INVOLVES:

Plasterers, under supervision, prepare and direct the mixing of plastering materials; apply plastering materials to walls, ceilings, piers and columns, using a hawk and trowel; plaster partition walls and patch plaster walls with limited areas of damage; tape sheet rock and repair damaged sheet rock walls; set up and work on scaffolds; do work in accordance with plans and specifications; keep records; supervise assigned personnel; and may operate a motor vehicle. All Plasterers perform related work.

Special Working Conditions:

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

Physical Activities:

Some of the physical activities performed by Plasterers and environmental conditions experienced are: walking to and from job sites and material storage areas; standing for extended periods of time; standing upright with neck and head extended backward when applying plaster to ceilings; working from scaffolds; communicating orally with helpers; walking over surfaces littered with fallen plaster and debris; working in areas that have plaster dust in the air; and lifting bags weighing up to 80 pounds. All Plasterers 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 \$56.10 per hour for a 40-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of NYCHA who on the first date of the multiple-choice test:

1. is permanently employed in, or appears on a Preferred List (see Note, below) for the title of Mason's Helper; or
2. is employed in the labor class title of Caretaker (Housing Authority); and
3. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

The admission of employees in the competitive class title of Mason's Helper is on a collateral basis pursuant to New York Civil Service Law §52 (1) for this examination only. The admission of employees in the labor class title of Caretaker (Housing Authority) is pursuant to New York Civil Service Law §52 (14) for this examination only. These admissions are not considered precedent for future examinations.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

EXPERIENCE REQUIREMENTS: In addition to meeting the eligibility requirements stated above, by the last day of the application period, all candidates are required to have 3 years of full-time satisfactory experience performing plastering work. Experience in provisional service will not be credited.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion:

- 1. At the time of promotion from the title of Mason's Helper, you must have completed your probationary period in the title of Mason's Helper and you must be permanently employed in this title or your name must appear on a Preferred List for this title at the time of promotion. Additionally, you must have served permanently in this title for at least one year; or
- 2. At the time of promotion from the labor class title of Caretaker (Housing Authority), you must have completed your probationary period and you must be employed in the labor class title of Caretaker (Housing Authority).

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:

<u>Manhattan</u> 2 Lafayette Street 17th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4th Floor Brooklyn, NY 11201	<u>Queens</u> 118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u> 135 Canal Street 3rd Floor Staten Island, NY 10304	<u>Bronx</u> 1932 Arthur Avenue 2nd Floor Bronx, NY 10457	

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS via nyc.gov/CivilServiceNowNYC and select the applicable subject.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

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.

THE TEST:

The multiple-choice test will be given at a computer terminal. 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 1/2 point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent competitive or in labor 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 multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Plasterer. Task areas to be tested are as follows: work preparation and layout; plastering; tiling; reporting and record keeping; work site safety; and supervision of staff.

The test may include questions on standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas. The test may also include questions requiring the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. **Example:** A Plasterer might use this ability when reviewing written work orders.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** A Plasterer might use this ability when describing work completed.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. **Example:** A Plasterer might use this ability when determining the length and width of a wall in order to lay tiles.

Information Ordering: correctly following a rule or set of rules or actions in a certain order. The rule or set of rules must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. **Example:** A Plasterer might use this ability when following specific procedures when repairing or replacing a damaged wall.

Problem Sensitivity: being able to tell when something is wrong or likely to go wrong. **Example:** A Plasterer might use this ability when assigned to repair or replace part of a wall and he/she sees that the entire wall must be replaced.

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 exam.

There will also be a **qualifying practical test** that will assess the candidate's ability to prepare plastering materials and apply such materials to interior surfaces. Only those candidates who pass the multiple-choice test and meet the experience requirements will be scheduled to take the practical test. A score of at least 70% is required to pass the qualifying practical 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 prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted-no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: testingaccommodations@dcas.nyc.gov.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** 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: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for promotion and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and the practical test, meet the experience requirement, and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number, and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

SPECIAL ARRANGEMENTS:

Late Filing:

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 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 and become aware of the examination before the date on which testing is expected to begin; or
- You become eligible 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:

Selective Certification for License and/or Certification: If you have the license and/or certification listed below, you may be considered for promotion to positions requiring this license and/or certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license and/or 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 and/or certification will be checked by the appointing agency at the time of appointment.

- 1. **Selective Certification for Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**
- 2. **Selective Certification for RRP Training and Certification (RRP):** Possession of a valid Renovation, Repair and Painting (RRP) Training and Certification issued by the United States Environmental Protection Agency (USEPA). **If you are promoted through Selective Certification, you must maintain your RRP certification for the duration of your employment.**

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.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

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

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/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

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