



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT)  
Exam No. 6559**

**WHEN TO APPLY: From: October 1, 2025**

**To: October 21, 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 **Thursday, January 29, 2026.**

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

### WHAT THE JOB INVOLVES:

Supervisors of Mechanics (Mechanical Equipment), under general supervision or direction, supervise, direct and are responsible for the work of assigned personnel in connection with the repair, overhaul and maintenance of various types of mechanical equipment including building systems equipment (such as fans, blowers, exhausters, pumps, and compressors), motor vehicles and automotive equipment; supervise assigned personnel; prepare work schedules and assignments; make decisions relative to methods of doing work; may interpret mechanical drawings; make inspections and check work progress; perform road tests on agency vehicles to ensure repairs have been done properly; make recommendations and suggestions regarding the purchase of production machinery; ensure that an adequate supply of proper parts is maintained in all stockrooms; initiate purchases of parts and equipment; contact vendors to ensure that parts, materials and equipment are made to specifications and will be delivered on time; ensure that equipment needs are met in assigned area; are responsible for the maintenance, repair and safeguarding of assigned equipment; update and maintain reporting databases for job progress; develop, recommend and implement productivity and cost saving measures; enforce health and safety precautions; work diligently to adhere to the agency's Equal Employment Opportunity (EEO) policies and foster an all-inclusive, discrimination free environment; keep records, write reports, and use a computer system and Fleet Focus as necessary; and operate motor vehicles in the performance of assigned duties. All Supervisors of Mechanics (Mechanical Equipment) perform related work.

#### Special Working Conditions:

Supervisors of Mechanics (Mechanical Equipment) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervisors of Mechanics (Mechanical Equipment) and environmental conditions experienced are: walking to and from buildings; walking around garage floors; climbing and descending ladders or stairs; climbing around and over various objects; standing or sitting for extended periods of time; communicating orally and by email; working in non-temperature controlled confined areas that may be noisy, dusty or dirty.

(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 \$127,943 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to a higher assignment level at the discretion of the agency.

### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the first date of the multiple-choice test:**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Auto Machinist, Auto Mechanic, Auto Mechanic (Diesel), Electrician (Automobile), or Machinist; and
2. 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.)

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.

#### **ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

#### **REQUIREMENT(S) TO BE PROMOTED:**

**Driver License Requirement:** By the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**FOR DEPARTMENT OF SANITATION, DEPARTMENT OF TRANSPORTATION and FIRE DEPARTMENT ONLY:** You will be required to obtain a New York State **Class B** Commercial Driver License with no restrictions, within ninety days of promotion. This New York State **Class B** Commercial Driver License with no restrictions must be maintained for the duration of your employment.

**You must pass a drug and alcohol screening in order to be appointed to the Department of Sanitation, Department of Transportation, and Fire Department and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment as a Supervisor of Mechanics (Mechanical Equipment).**

#### **HOW TO APPLY:**

Apply through the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen 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](http://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

**The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 13, 2025.**

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](http://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](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 in the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

#### REQUIRED INFORMATION:

**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, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive 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 **Supervisor of Mechanics (Mechanical Equipment)**.

Task areas to be tested are as follows: supervising in repair, overhaul and maintenance and repair of mechanical equipment, motor vehicles and automotive equipment; safety; supervisory and administrative duties.

The test may include questions on knowledge of mechanical equipment; knowledge of repair and maintenance of mechanical equipment; knowledge of various handheld tools and power tools used for automotive maintenance; knowledge of safe working practices, policy and procedures, knowledge of general personnel management; knowledge of appropriate policies and procedures governing daily work activities; 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:

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when reading and interpreting plans and information related to a job order.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when assuring that code compliance is a priority by focusing on safety, such as maintaining a job site that is free and clear of sharp objects, debris, or tripping hazards.

**Coaching & Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when working with skilled craftsmen to ensure that safety and regulations are being followed at job sites.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when resolving a conflict related to location and times of work schedules.

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning and Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when evaluating the cost of repairs and alterations and deciding on the best course of repair and equipment necessary to complete the job.

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when scheduling the appropriate personnel at the site to accomplish the job, while coordinating delivery of materials to the site location and transporting the appropriate equipment.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when assigning a new craftsman to work a job with an expert or more seasoned employee or work with a person's expertise and strengths to complete a job.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when providing feedback and an open line of communication with employees to obtain the best performance or the best quality of work from their team.

**Planning & Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when assuring that job assignments and tasks are appropriately assigned in order to complete a project within the time limits and under budget.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability in terms of requiring skilled craftsmen to work well together on assignments and determine appropriate crew members to assign tasks and work groups.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability when reading and comprehending updates on safety procedures and requirements.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so the intended audience will understand. **Example:** A Supervisor of Mechanics (Mechanical Equipment) may use this ability in the preparation of work schedules.

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.

#### **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. The use of calculators are not permitted on this exam. 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](mailto: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 appointment 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](http://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](http://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](http://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 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](http://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** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. 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; or
2. You become eligible after the above 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](mailto: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 Experience:** If you have the license and/or experience listed in one or more of the areas below, you may be considered for appointment to positions requiring the license and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring the license and/or experience. 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 experience will be checked by the promoting agency at the time of promotion. If you are promoted through Selective Certification for a license, you must maintain your license for the duration of your employment. Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification.**

1. **Selective Certification for Class B Commercial Driver License (CDL):** Possession of a Class B Commercial Driver License with no restrictions that is valid in the State of New York. **If you are promoted through Selective Certification, you must maintain your Class B Commercial Driver License for the duration of your employment.**
2. **Selective Certification for Class A Commercial Driver License (CAL):** Possession of a Class A Commercial Driver License with no restrictions that is valid in the State of New York. **If you are promoted through Selective Certification, you must maintain your Class A Commercial Driver License for the duration of your employment.**

**Drug Screening Requirement:** Candidates who are considered for appointment to positions through Selective Certification for a Commercial Driver License must pass a drug screening in order to be appointed. If appointed through Selective Certification, you will be subject to random drug and alcohol tests for the duration of your employment as a Supervisor of Mechanics (Mechanical Equipment).

3. **Selective Certification for Positions Requiring Marine Engineering Experience (SET):** At least two (2) years of satisfactory, full-time experience in the repair, overhaul, and maintenance of marine propulsion engines rated at 1,000 horsepower and above; and with marine propulsion systems, including shafting, bearings, steering gears, and propeller systems.
4. **Selective Certification for Positions Requiring Water Experience (ESW):** At least eighteen (18) months of satisfactory, full-time experience in water supply components and/or water distribution systems such as operating, maintaining, and repairing valves, regulators, and pipe flanges.

**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](http://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" folder 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.

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer

Title Code No. 92575; Special Crafts and Operational Occupational Group.

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