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MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

AUTO MECHANIC (DIESEL)
Exam No. 7012

WHEN TO APPLY: From: October 7, 2026
To: October 27, 2026

APPLICATION FEE: \$96.00

Paying by credit, debit, or gift card incurs a nonrefundable 2.00% service fee.

The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, January 15, 2027.**

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

WHAT THE JOB INVOLVES:

Auto Mechanics (Diesel), under supervision, overhaul diesel engines and component assemblies used in diesel powered vehicles. They act as “troubleshooters” in determining mechanical defects; make minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power; overhaul diesel engines, transmissions and fuel systems; align wheels, adjust tracks and repair steering equipment; reline and adjust brakes; may transmit orders to other journeymen as directed; may supervise machinist helpers, automotive service workers, and other personnel as directed; train assigned machinist helpers, automotive service workers, or other related personnel in the performance of various maintenance and/or repair tasks; may prepare reports and orders, and maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties. All Auto Mechanics (Diesel) perform related work.

Special Working Conditions:

Auto Mechanics (Diesel) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Auto Mechanics (Diesel) and environmental conditions experienced are: working in a non-temperature controlled environment; climbing ladders; moving heavy automotive parts; carrying heavy tool boxes; crawling and working in narrow spaces; working in the vicinity of hazardous, flammable materials and solvents and engine exhaust fumes.

(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 \$43.32 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. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as an auto mechanic specializing in automotive diesel engine repair work; **or**
2. Not less than two and one-half years of full-time satisfactory experience as an auto mechanic specializing in automotive diesel engine repair work, plus sufficient helper or apprentice experience or relevant education acquired in a college, university, technical school, trade school or vocational high school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of full-time helper experience or apprentice experience or relevant full-time education. Less than a full year of helper or apprentice experience, or relevant education will receive prorated credit.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The technical school, trade school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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.

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.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by April 21, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (April 21, 2026).

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, if you have serious moving violations, license suspension or accident record, you may be disqualified. The Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment.

Drug Screening Requirement:
You must pass a drug screening in order to be appointed.

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

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	

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 12, 2026.

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 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 click Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
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 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 will be given at a computer terminal. 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 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 an **Auto Mechanic (Diesel)**. Task areas to be tested are as follows: repair work; basic principles and research; diagnostics; safety and ethics; reports; supervision /training; driving; and other related areas.

The multiple-choice test may include questions on operating principles of internal combustion engines and automotive components; electrical and electronic principles and systems; repair, maintenance and troubleshooting of transmissions, steering and suspension, brakes, cooling and heating, ignition, fuel, hydraulic and other automotive systems; proper selection and use of tools and equipment (shop and diagnostic); proper safety practices; automotive inspections and emissions testing; New York State Department of Motor Vehicles operating rules; standards of proper employee ethical conduct; and other related areas.

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

Deductive Reasoning: applying general rules to specific problems to come up with logical answers.

Example: An Auto Mechanic (Diesel) may use this ability when testing to prove failure of a system.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. **Example:** An Auto Mechanic (Diesel) may use this ability when drawing conclusions about a gasoline "no start."

Information Ordering: following correctly a rule or set of rules or actions in a certain order. **Example:** An Auto Mechanic (Diesel) may use this ability when conducting "pin point" tests.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. **Example:** An Auto Mechanic (Diesel) may use this ability when determining values of older vehicles.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. **Example:** An Auto Mechanic (Diesel) may use this ability when completing timekeeping records.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. **Example:** An Auto Mechanic (Diesel) may use this ability when determining whether to replace or repair.

Written Comprehension: understanding written sentences and paragraphs. **Example:** An Auto Mechanic (Diesel) may use this ability when researching vehicle histories.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** An Auto Mechanic (Diesel) may use this ability when maintaining records of daily work activities.

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**. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test.

The qualifying practical test may assess your ability to: troubleshoot, adjust, diagnose, repair and replace faulty automotive components; use automotive test equipment; and perform other related tasks. 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 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. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. 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 education and experience requirements and pass the multiple-choice test and the qualifying practical 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:

Selective Certification for New York State Certification as a Motor Vehicle Inspector: The eligible list resulting from this examination may be selectively certified to fill positions which require, at the time of appointment, either:

1. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1 (**ILV**); or
2. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2 (**IHV**); or
3. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3 (**IMO**); or
4. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1 and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (**ILE**); or
5. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (**IHE**); or
6. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1, and New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (**IVE**); or
7. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1, and New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (**IME**).

If you have a New York State Certification as a Motor Vehicle Inspector for any of the aforementioned groups, you may be considered for appointment to positions requiring this certification 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 certification(s) will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Motor Vehicle Inspector Certificate for the duration of your employment.**

8. Selective Certification for Class A Commercial Driver License with Towing Endorsement (for the Department of Transportation Only) (CLT): If you have a Class A Commercial Driver License with Towing Endorsement that is valid in the State of New York, you may be considered for appointment to positions requiring this license 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 Driver License will be checked by the Department of Transportation at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Class A Commercial Driver License with Towing Endorsement for the duration of your employment.**

Selective Certification For Special Experience:

If you have the experience listed in one or more of the areas below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the appointing agency at the time of appointment.

9. **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 nonprofit organization, which includes 100+ hours of workforce preparedness trainings.
10. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
11. **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.
12. **Selective Certification for Municipal Government Experience (MGE):** At least one (1) year 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.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit 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.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

Translation Notice:

Translation Notice :This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas