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MAMDANI
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO AUTO MECHANIC
Exam No. 7513

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 Thursday, January 21, 2027.

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

WHAT THE JOB INVOLVES:

Auto Mechanics, under supervision, overhaul, repair and maintain engines, motors and motor-powered equipment, component assemblies, and component systems used in automotive, construction and special purpose equipment powered by internal combustion engines. They act as “troubleshooters” in determining mechanical and electrical defects; overhaul, maintain and repair internal combustion engines, motors and motor-powered equipment, including brake systems, transmissions, ignition systems, rear ends, differential assemblies, fuel systems, hydraulic systems, electronic systems, and other related components and systems; align wheels and repair steering equipment; reline and adjust brakes and clutches; 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; 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 make minor auto body repairs; may prepare reports and orders, and maintain records and inventories of parts, components, supplies and materials; operate and test motor vehicles and equipment in the performance of assigned duties. All Auto Mechanics perform related work.

Special Working Conditions:

Auto Mechanics may be required to work various shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by Auto Mechanics 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.

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**:

- 1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Automotive Service Worker or Machinist’s Helper; and
- 2. is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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. It is your responsibility to ensure that you meet the eligibility requirements for this examination before submitting your application. If it is determined before 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. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if, after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, 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 promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within six months of promotion.

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 promoted.

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

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://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-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 promotion, and may result in criminal prosecution.

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 an Auto Mechanic. 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 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 Vehicle operating rules; 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:

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. Example: An Auto Mechanic 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 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 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 may use this ability when determining values of older vehicles.

Number Facility: adding, subtracting, multiplying and dividing quickly and correctly. Example: An Auto Mechanic 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 may use this ability when determining whether to replace or repair.

Written Comprehension: understanding written sentences and paragraphs. Example: An Auto Mechanic 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 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 eligibility 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 with addition, subtraction, multiplication, and division functions 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 it 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 pass the multiple-choice test and the qualifying practical test and are marked eligible, 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:

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:

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, 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 promotion, 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 promotion 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 promoting agency at the time of promotion. **If you are promoted 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 promotion 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 promotion. **If you are promoted through Selective Certification, you must maintain your Class A Commercial Driver License with Towing Endorsement 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/CivilServiceNow/NYC 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.

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.

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