



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS SECTION
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

ASSISTANT BRIDGE OPERATOR Exam. No. 8056

WHEN TO APPLY: From: APRIL 7, 1999 **APPLICATION FEE: \$30.00**
 To: APRIL 27, 1999 *Payable only by money order to D.C.A.S. (DOP)*

WHAT THE JOB INVOLVES: Assistant Bridge Operators, under direct supervision, assist in the care, operation and maintenance of a movable bridge; and perform related work. They operate traffic light signals and traffic gates; operate snow plows and blowers; assist the Bridge Operator by signaling to open and close the bridge at the approach and the passing of vessels; report any malfunctions that would hamper bridge operation; report to the Bridge Operator unusual incidents or newly found defects in the bridge structure; patrol bridge and bridge approaches, sweep and clean roadways, footwalks, pits, bridge houses and engine rooms; assist in snow and ice removal from roadways and footwalks; spread sand on icy roadways to prevent accidents; assist in the direction of traffic and report auto accidents; operate the bridge in emergencies; and operate a motor vehicle.
 (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 \$23,238 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. One year of full-time satisfactory experience of a mechanical or an electrical nature in the operation, maintenance and/or repair of industrial or construction equipment; or
2. One year of full-time satisfactory experience of a mechanical or an electrical nature in the operation, maintenance and/or repair of movable bridges; or
3. A satisfactory combination of experience as described in "1" and "2" above that equals one year; or
4. One full year of technical education in the electrical or mechanical field.

Driver License Requirement: Within six months from the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: You are required to undergo a medical examination.

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

Residency Requirements: You must be a City resident within ninety days of the date you are appointed to this position if :

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

You must maintain City residency as a condition of employment.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1 and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a competitive education and experience test. Your score on the competitive education and experience test will determine 100% of your final score. On the education and experience test, you will receive 70 points for meeting the requirements specified in the Education and Experience Requirements section. After these requirements are met, you will receive up to 30 additional points for experience and/or technical education on the following basis:

- a. 10 points if you have at least one (1) year but less than three (3) years of full-time satisfactory experience as described in paragraph 1 of the Education and Experience Requirements section.
- b. 20 points if you have at least three (3) or more years of full-time satisfactory experience as described in paragraph 1 of the Education and Experience Requirements section.
- c. 20 points if you have at least one (1) year but less than three (3) years of full-time satisfactory experience as described in paragraph 2 of the Education and Experience Requirements section.
- d. 30 points if you have at least three (3) or more years of full-time satisfactory experience as described in paragraph 2 of the Education and Experience Requirements section.
- e. 10 points if you have one full year of technical education as described in paragraph 4 of the Education and Experience Requirements section.

You will receive a maximum credit of one (1) year of experience for each year you worked. If you have any satisfactory experience of the type described in paragraph 1 or paragraph 2 of the Education and Experience Requirements section on a part-time basis, it will be credited as the equivalent percentage of full-time experience. Experience and technical education used to meet the qualification requirements cannot be used to gain additional credit.

Experience and technical education must be gained by the last day of the application period.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 2 Washington Street, 17th floor, New York, NY 10004 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of the Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer,

Title Code No. 91105; Bridge Operation Occupational Group

For Recorded Information About Examinations for Other City Jobs, Call 212-487-**JOBS**

