



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

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

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

# NOTICE OF EXAMINATION

**ELEVATOR MECHANIC (CUNY)  
Exam. No. 0086**

**WHEN TO APPLY:** From: February 7, 2001      APPLICATION FEE: \$60.00  
To: February 27, 2001      Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday May 19, 2001.**

**WHAT THE JOB INVOLVES:** Elevator Mechanics, under supervision, inspect, maintain, adjust and repair passenger and freight elevator systems and perform related work. They lubricate and clean all components of hydraulic and electric elevator systems; make adjustments as required to contactors and controllers in the electrical and hydraulic elements of elevator systems; inspect and check doors, cable, rails, bumpers, safeties, overloads, relays, sheaves and governors to assure continued safe operations; re-rope and re-wire elevator systems as required; check out troubles in all types of elevator and escalator systems; make necessary adjustments and/or repairs to all elevator mechanical and electrical components and their control systems; inspect, maintain, adjust and repair escalators, platform lifts, conveyors and dumb-waiters; may operate a motor vehicle in the performance of assigned duties.

Some of the physical activities performed by Elevator Mechanics and environmental conditions experienced are: climbing ladders and elevator shafts; moving heavy elevator parts; carrying heavy tool boxes; crawling and working in narrow spaces; and working in the vicinity of live electrical circuits and moving elevators.

(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 \$54,603 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **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. Five years of full-time satisfactory experience acquired within the last ten years as an elevator mechanic; or
2. Not less than four and one-half years of such experience plus sufficient closely related experience or training acquired in an approved trade or vocational school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational school training.

You may be given the test before we check your qualifications.

**Driver License Requirement:** At the time of appointment 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.

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

**Residency:** New York City residency is not required for this position.

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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 University 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 a copy of the instructions 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 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 directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. 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 may include questions on: operating principles of hydraulic and electric elevator systems and control systems; electric theory and machinery, applied electronics, wiring systems, electrical instruments and diagrams; trouble shooting, adjustments, inspection, maintenance, lubrication, repairs to hydraulic and electric elevator systems, including mechanical and electrical components; safety; proper use of tools; basic calculations; understanding written technical material; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in score order on a CUNY eligible list and you will be given a list number. You will be notified by mail or 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:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor For Faculty And Staff Relations.

This examination is for CUNY and not for City agencies. If you would like to apply for Elevator Mechanic in City agencies you must submit a separate application and fee for Exam. No. 0073 from February 7, 2001 through February 27, 2001.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examinations."

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

The City University of New York  
An Equal Opportunity /Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer  
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For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas); for CUNY: [www.edu/topframe-abtcuny.html](http://www.edu/topframe-abtcuny.html)