



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

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

GLAZIER Exam. No. 6089

WHEN TO APPLY: From: September 6, 2006 **APPLICATION FEE: \$60.00**
To: September 26, 2006 *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, December 16, 2006.**

WHAT THE JOB INVOLVES: Glaziers, under supervision, cut, fit, install and replace all types of glass or glass substitutes; remove glass or glass substitutes and putty; prepare openings for installation of glass or glass substitutes; install and secure glass or glass substitutes in aluminum, steel, wood or bronze structures, or other framework; putty and re-putty all types of sash; upon requisition, cut to size and issue glass or glass substitutes; handle mechanical and electrical glass shop machinery and equipment such as fingergrip machines, polishing and grinding machines, electric hammers, glass drills and electric putty softeners; prepare requisitions for material requirements; maintain stores of glass in stockroom; unpack and handle all types of glass and glass substitutes; keep records and make reports; may be required to drive a motor vehicle; and perform related work.

Some of the physical activities performed by Glaziers and environmental conditions experienced are: working in inclement weather conditions; working with sharp tools and removing broken glass which could result in injury; climbing ladders and scaffolds, sometimes at great heights; lifting heavy glass panels; and working in confined spaces.

(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 \$32.20 per hour for a 35 hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

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 as a glazier; or
2. At least three years of experience as described in "1" above and sufficient helper or apprentice experience, or relevant training acquired in an approved trade or technical school or vocational high school, to make up the remaining required experience. Six months of acceptable experience will be credited for each year of satisfactory helper experience, apprentice experience or training.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Driver License Requirement (For New York City Housing Authority Positions Only): By 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.

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

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position if the appointing agency requires City residency and:

(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.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 the City of New York.

REQUIRED FORMS:

- 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1, A.2, A.3, 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 "course-by-course" evaluation (which includes a "document-by-document" 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 operation and maintenance of all glass shop equipment and hand tools; glass and glass substitutes; installation procedures; measurement devices and instruments; safety; reading comprehension and report writing; and other related areas.

There will also be a qualifying practical test. A score of at least 70% is required to pass the 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. In the qualifying practical test, candidates may be required to demonstrate knowledge and skill in: preparing various types of opening for glass and/or glass substitutes; measuring openings for glass or glass substitutes; cutting glass or glass substitutes to size and installing them; using hand and electric tools and equipment; 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 and qualifying practical test, your name will be placed in final 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:

Selective Certification for Driver License (For Department of Education Positions Only): If you have a motor vehicle Driver License 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. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given in the multiple choice test booklet on the day of the test to indicate your interest in Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

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 Examination."

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 of New York is an Equal Opportunity Employer.
Title Code No. 90716; Skilled Craftsman and Operative Service.

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