



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO BRIDGE AND TUNNEL LIEUTENANT

Exam. No. 4530
Amended Notice (January 4, 2006)

WHEN TO APPLY: From: May 4, 2005 **APPLICATION FEE: \$60.00**
To: May 24, 2005 *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, October 1, 2005.

The Notice of Examination is amended to include seniority scores for eligibles appointed between April 2, 2003 and April 1, 2005.

WHAT THE JOB INVOLVES: Under direction and/or in the absence of facility management, Bridge and Tunnel Lieutenants are in full command of an assigned group of Bridge and Tunnel Sergeants, Officers and other personnel; are responsible for the complete supervision of personnel at a bridge or tunnel, the enforcement of all laws, ordinances, rules, regulations, and orders of the Authority, and all operations. They conduct roll call; prepare and review reports; respond to vehicular accidents and unusual occurrences; patrol the facility building, grounds, and bridge or tunnel; review facility logs; process deposit bags; authorize and direct the closing of a traffic lane; participate in activities that provide for a safe working environment, including emphasizing safety awareness and participating fully in facility inspections and accident/incident investigations; communicate with the administration and the operating force; direct the removal of ice and snow from roadways; review completed summonses and perform related work.

Some of the physical activities performed by Bridge and Tunnel Lieutenants and environmental conditions experienced are: working in highly stressful situations; understanding verbal communication and communicating clearly over a radio with background noise; providing emergency assistance to persons involved in traffic accidents or other emergency situations; walking outdoors on slippery or wet surfaces in all kinds of weather while patrolling areas such as bridge anchorages, towers, stairways and catwalks; climbing towers; checking ventilation buildings in tunnels; walking on toll plazas, bridge and tunnel roadways with moving vehicles and traffic while being exposed to vehicular fumes; operating or sitting in motor vehicles to conduct patrols and security checks; and using physical force when necessary to restrain or arrest individuals.

(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 \$71,787 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Triborough Bridge and Tunnel Authority who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Bridge and Tunnel Sergeant; and
- (2) has served permanently in such title for a period of not less than six months immediately preceding that date (or preceding the placement of one's name on a Preferred List); and
- (3) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**.

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and your test paper will not be rated.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Note: See “EFFECTS OF A BREAK IN SERVICE” section, below.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have served permanently in the rank of Bridge and Tunnel Sergeant for at least three years and have successfully completed the probationary period for Bridge and Tunnel Sergeant. Additionally, you must be permanently employed as a Bridge and Tunnel Sergeant or your name must appear on a Preferred List for Bridge and Tunnel Sergeant at the time of promotion.

Note: See “EFFECTS OF A BREAK IN SERVICE” section, below.

REQUIRED FORM:

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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: A driver license valid in New York State is required for this position and must be maintained for the duration of your employment in this title.

Drug Screening Requirement: You must pass a drug screening test in order to be promoted. All eligibles for Bridge and Tunnel Lieutenant will be drug tested prior to promotion as part of the promotion screening process. Bridge and Tunnel Lieutenants may again be drug tested on a random basis. Any Bridge and Tunnel Lieutenant found in possession of, or using illegal drugs will be subject to disciplinary charges which may result in termination.

Peace Officer Certification Requirement: Employees promoted to the title of Bridge and Tunnel Lieutenant are required to maintain Peace Officer status and firearms qualification.

THE TEST: You will be given a multiple-choice test. 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.

Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Bridge and Tunnel Lieutenant. Task categories to be tested are as follows: Procedures for Overseeing the Facility; Desk Administrative Procedures; Deployment of Personnel and Physical Resources; Investigations, Forms, Reports and Paperwork; Personnel Training and Development; Law Enforcement; Emergency Response (Non-Law Enforcement); Dispute Resolution; and Customer Service/Assistance.

The test may include questions which may require mastery of technical knowledge based on such materials as: Manual of Procedures; TBTA Rules and Regulations for Personnel; Rules and Regulations governing the use of the TBTA Facilities; New York State Penal Law; New York State Criminal Procedure Law; Vehicle and Traffic Law (VTL); New York City Traffic Regulations; Referenced numbered memos (memoranda) directed to the operation of the Facilities and Personnel; Memos (memoranda) directed to the operation of the Facilities and Personnel, including Facility-specific memos, and non-numbered memos (non-referenced); NYS Department of Motor Vehicle Accident Investigation Manual; Toll Procedures; Hazardous Material Response Guide; Material Safety Data Sheet; SOBA, BTOBA and Maintenance Union contractual agreements; Deadly Physical Force/Firearms training; First Aid and Cardiopulmonary Resuscitation (CPR); Safety training; General Supervisory practices; Right To Know training; Equal Employment Opportunity (EEO) Guidelines; Preventing Sexual Harassment in the Workplace; Procedures for Counseling/Referral for staff substance abuse/personal problems; Incident Command procedures; Vehicle Stop procedures; Security procedures; and Firefighting procedures.

The test may also include questions which may require the use of the following abilities:

1. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
2. **Planning and Organizing:** Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
3. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Management Control:** Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
5. **Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.
6. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
7. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
8. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
9. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.

10. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.
11. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
12. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the test.

SENIORITY:

Method of computing seniority: Use the following chart to determine the score for Seniority for permanent service in the eligible title, subject to the conditions below:

<u>If Your Date of Permanent Promotion to Bridge and Tunnel Sergeant is:</u>	<u>You Will Receive:</u>	<u>If Your Date of Permanent Promotion to Bridge and Tunnel Sergeant is:</u>	<u>You Will Receive:</u>
04/02/05 or after	not eligible	07/02/99 - 10/01/99	83.500%
01/02/05 - 04/01/05	70.000%	04/02/99 - 07/01/99	84.250%
10/02/04 - 01/01/05	70.375%	01/02/99 - 04/01/99	85.000%
07/02/04 - 10/01/04	70.750%	10/02/98 - 01/01/99	85.750%
04/02/04 - 07/01/04	71.125%	07/02/98 - 10/01/98	86.500%
01/02/04 - 04/01/04	71.500%	04/02/98 - 07/01/98	87.250%
10/02/03 - 01/01/04	71.875%	01/02/98 - 04/01/98	88.000%
07/02/03 - 10/01/03	72.250%	10/02/97 - 01/01/98	88.750%
04/02/03 - 07/01/03	72.625%	07/02/97 - 10/01/97	89.500%
01/02/03 - 04/01/03	73.000%	04/02/97 - 07/01/97	90.250%
10/02/02 - 01/01/03	73.750%	01/02/97 - 04/01/97	91.000%
07/02/02 - 10/01/02	74.500%	10/02/96 - 01/01/97	91.750%
04/02/02 - 07/01/02	75.250%	07/02/96 - 10/01/96	92.500%
01/02/02 - 04/01/02	76.000%	04/02/96 - 07/01/96	93.250%
10/02/01 - 01/01/02	76.750%	01/02/96 - 04/01/96	94.000%
07/02/01 - 10/01/01	77.500%	10/02/95 - 01/01/96	94.750%
04/02/01 - 07/01/01	78.250%	07/02/95 - 10/01/95	95.500%
01/02/01 - 04/01/01	79.000%	04/02/95 - 07/01/95	96.250%
10/02/00 - 01/01/01	79.750%	01/02/95 - 04/01/95	97.000%
07/02/00 - 10/01/00	80.500%	10/02/94 - 01/01/95	97.750%
04/02/00 - 07/01/00	81.250%	07/02/94 - 10/01/94	98.500%
01/02/00 - 04/01/00	82.000%	04/02/94 - 07/01/94	99.250%
10/02/99 - 01/01/00	82.750%	04/01/94 or earlier	100.000%

Conditions:

Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Bridge and Tunnel Sergeant shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the examination, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet the following condition:

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.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 70760; The Bridge and Tunnel Service Occupational Group

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