



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14th FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS

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

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

**NOTICE
 OF
 EXAMINATION**

**MAINTENANCE WORKER
 Exam. No. 0130**

(For Agencies under the Jurisdiction of the Commissioner, DCAS only)

**WHEN TO APPLY: From: June 2, 2010
 To: June 22, 2010**

**APPLICATION FEE: \$60.00
 Payable by mail by money order to DCAS
 (EXAMS) or payable online by credit card,
 bank card, or debit card.**

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, November 20,**

WHAT THE JOB INVOLVES: Maintenance Workers, under direct supervision, assist in the routine maintenance, operation and repair of public buildings and structures, and the equipment they contain; conduct visual inspections of building equipment and conditions; visually checks for and records the observable conditions of the premises; maintains, adjusts and makes minor repairs of building hardware, furniture, shelving and equipment; replaces broken window and door glass; repairs windows and sash; make minor repairs to masonry, woodwork, flooring and walls; make minor repairs to building electrical, plumbing and heating systems; assist in relocating building equipment as directed; keep records; files reports; and may drive to and from work sites. All Maintenance Workers perform related work.

Special Working Conditions: On a rotating basis, Maintenance Workers may be required to work shifts including nights, weekends, and holidays.

Some physical activities performed by Maintenance Workers and environmental conditions experienced are: climbing stairs and ladders; lifting and carrying objects weighing up to 50 pounds; using power driven and regular hand tools; bending; crouching and kneeling; working in confined spaces; working outdoors in all kinds of weather conditions.

(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 \$24.86 per hour. This rate is subject to change. All Maintenance Workers work a 40 hour work week.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY:

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

1. Three years of full-time satisfactory experience as a mechanic, journey person or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; or
2. A satisfactory combination of education and experience that is equivalent to "1" above. Education may be substituted for experience on the basis that each one year of full-time training in the electrical, mechanical, or construction trades in a trade school or vocational high school approved by a State's Department of Education or a recognized accrediting organization, may be substituted for six months of the experience described in "1" above. However, all candidates must have a minimum of two years of experience as described in "1" above.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 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. Fill out Sections **A.1**(if applicable), **A.2** (if applicable), **A.3** (if applicable) 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
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 basic plumbing; basic electrical work; construction techniques, materials, tools and equipment; number facility and record keeping; safe work practices; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

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 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: If you have a motor vehicle driver license valid in the State of New York, you may be considered for appointment to positions requiring this license. 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. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license.

Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Maintenance Worker in HHC you must submit a separate application and fee for Exam. No. 0159 from June 2, 2010 through June 22, 2010.

SPECIAL ARRANGEMENTS:

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, New York, NY 10007.

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