



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

RADIO REPAIR MECHANIC
Exam. No. 0145

WHEN TO APPLY: From: **July 1, 2009** **APPLICATION FEE: \$60.00**
To: **July 21, 2009** 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, October 24, 2009.**

WHAT THE JOB INVOLVES: Radio Repair Mechanics, under supervision, install, repair, align, maintain, service and/or tune the following: radio, radar, microwave, multiplex, television and electronic apparatus and appurtenances of the City’s communication systems; land mobile and marine radio receivers and transmitters, including analog and digital UHF and VHF equipment; radio power systems; radio antenna systems; miniature radio receivers and transmitters; audio amplifiers and public address systems including related telephone intercom, program timer and/or clock systems; television cameras, closed circuit cameras, receivers and antennas; radar systems; electronic test equipment; multiplex equipment; magnetic tape recorders; and various other electronic devices. They locate and isolate defects in electronic equipment; repair, replace, and troubleshoot defective parts; install electronic units and associated electrical elements (including the mounting of radios in automobiles and, if necessary, motorcycles, boats, and aircraft); keep records and make reports; and operate a motor vehicle. All Radio Repair Mechanics perform related work.

Some of the physical activities performed by Radio Repair Mechanics and environmental conditions experienced are: climbing ladders; climbing stairs; lifting and carrying heavy tools, batteries, radio cabinets, radio racks, and other equipment; climbing on top of, crawling beneath and working within various types of vehicles to install, repair and remove communications equipment and systems; may be required to work in adverse weather conditions including extreme temperatures, confined areas, noisy locations, and dirty environments.

Special Working Conditions: Radio Repair Mechanics may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$28.13 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe 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 Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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.

You may be given the test before we review 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.

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 10 years as a radio repair mechanic or as an electronic technician repairing electronic equipment; or
2. at least three years of experience as described in "1" above acquired within the last 10 years, plus sufficient full-time training of a relevant nature, specializing in electronics, acquired in a trade school, technical school or vocational high school approved by a State's Department of Education or recognized accrediting organization, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such approved schooling.

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.

Driver License Requirement: 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: City residency is not required for this position.

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.

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

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:** Fill out Sections **A.1, 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. **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: repairing radios, televisions, etc. by diagnosing, troubleshooting and correcting problems either by mechanical means, electronic test equipment or computerized test equipment; adjusting, aligning and tuning radios, televisions, etc. by using computer devices, mechanical tools, signal generators, etc.; testing antennas by using instruments such as SWR Meters, watt meters, ohm meters, etc.; knowledge of electrical safety procedures and other related safety procedures such as lifting and climbing procedures; reading and interpreting diagrams or schematics; reading and understanding manuals and procedures; recognizing physical hazards such as weather situations, electrical hazards, etc.; assuring that equipment, after repair, performs within the required specifications and tolerances; knowledge of FCC rules and regulations and applicable codes and standards; knowledge of electrical and electronic principles; and other related areas.

The multiple-choice test also will include questions which may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Mathematical Reasoning: is the ability to understand and organize a problem and then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, 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 using these devices, you may be disqualified.

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 Federal Communications Commission (FCC) General Radiotelephone Operator's License, with radar endorsement: If you have a Federal Communications Commission (FCC) General Radiotelephone Operator's License, with radar endorsement, 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. This license must be maintained for the duration of your employment. 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 - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, 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