



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE ( IF APPLICABLE)

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**GASOLINE ROLLER ENGINEER  
Exam No. 5033**

**WHEN TO APPLY:** From: April 1, 2015  
To: April 21, 2015

**APPLICATION FEE: \$101.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**TEST DATE:** The qualifying practical roller test is expected to begin on **Wednesday, September 16, 2015.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Gasoline Roller Engineers, under general supervision, operate a diesel powered roller and an automatic asphalt paving machine in connection with the laying and maintaining of sheet asphalt and macadam walks and roads. They operate all types of asphalt recycling plants; operate all types of milling machines to remove old asphalt layer in preparation for re-paving; secure diesel powered rollers and other machines for night layover; maintain, inspect and make emergency and minor repairs to such rollers and machines; may operate other heavy duty equipment for snow removal or other immediate purpose of an emergency nature; keep records and make reports concerning equipment and production. All Gasoline Roller Engineers perform related work.

Some of the physical activities performed by Gasoline Roller Engineers and environmental conditions experienced are: sitting for long periods of time; ascending and descending ladders; operating levers requiring hand dexterity; responding to audible signals such as alarm bells and horns; working in areas exposed to fumes or airborne particles, hot, toxic or caustic materials and chemicals, moving mechanical parts and other machines; working outdoors in all kinds of weather, in various field locations such as City streets and in dusty and noisy conditions while wearing personal protection equipment such as: hard hats, ear plugs and eye goggles.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**Special Working Conditions:** Gasoline Roller Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

**THE SALARY:** The current minimum salary is \$52.80 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, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination".

**HOW TO QUALIFY:** 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.

**Education and Experience Requirements:** you must have:

1. Three years of full-time satisfactory experience operating a diesel powered roller and/or an automatic asphalt paving machine and/or an asphalt milling machine, and/or an asphalt recycling plant; **or**
2. At least two years of full-time satisfactory experience as described in "1" above, plus sufficient relevant education or training acquired in an approved trade school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of relevant education or training.

You will receive one (1) year of credit for the completion of nine (9) to twelve (12) months of full-time satisfactory experience as described in "1" above within a twelve (12) month period. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

**The experience requirement must be met by the last day of the Application Period (April 21, 2015). The education requirement must be met by June 30, 2015.**

The trade school must be approved by a State's Department of Education or a recognized accrediting organization.

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after June 30, 2015 or experience which you obtain after the end of the application period.**

**Driver License Requirement:** At the time of appointment, you must possess a Class B Commercial Driver License with no restrictions, valid in the State of New York. The Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Gasoline Roller Engineer. Candidates will be examined to determine whether they can perform the essential functions of the position of Gasoline Roller Engineer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test for a previous Federal DOT-regulated employer in the last three (3) years, or on a pre-employment drug or alcohol test for any employer in the last two (2) years, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education treatment process required by federal law prior to appointment to this safety-sensitive position.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you must be a resident of the City of New York within 90 days of the date you are appointed to this position.

**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 INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, to obtain a duplicate notice.

**THE TEST:** You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the qualification requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<b>If you have additional full-time satisfactory experience operating a diesel powered roller and/or automatic asphalt paving machine and/or an asphalt milling machine and/or an asphalt recycling plant, for:</b>	<b>You will receive:</b>
At least 9 months, but less than 18 months	10 points
At least 18 months, but less than 27 months	20 points
27 months or more	30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for experience that you obtain after the last day of the application period.**

There will also be a qualifying practical roller test. Candidates who meet the education and experience requirements will be scheduled to take a qualifying practical roller test. For the qualifying practical roller test, candidates may be tested on the knowledge of the operation and maintenance of diesel powered asphalt miller machines, asphalt paver machines, and asphalt roller machines; operation and maintenance of recycling plant; operation and maintenance of miscellaneous road construction machines; and other related areas.

The test may also include areas that require the use of the following abilities:

**Oral Comprehension:** ability to understand spoken English words and sentences. Example: A Gasoline Roller Engineer understands work orders given verbally.

**Written Comprehension:** ability to understand English words and sentences. Example: A Gasoline Roller Engineer understands written work orders.

**Oral Expression:** ability to use English words or sentences in speaking so others will understand. Example: A Gasoline Roller Engineer verbally explains jobs completed and procedures used.

**Written Expression:** ability to use English words or sentences in writing so others will understand. Example: A Gasoline Roller Engineer makes written records explaining jobs completed and equipment used.

**Control Precision:** ability to move controls of a machine or vehicle. This involves the degree to which these controls can be moved quickly and repeatedly to exact positions. Example: A Gasoline Roller Engineer must move the controls of the various machines worked on in exact ways in order to get jobs done correctly and safely.

**Information Gathering:** ability to follow correctly a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules 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. Example: A Gasoline Roller Engineer must follow strict procedures on operating various machines as well as safely parking and securing them at end of day.

**Spatial Orientation:** ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Gasoline Roller Engineer while steering roller must be aware of street and sidewalk.

**Multiple Coordination:** ability to coordinate movements of two or more limbs (for example, two arms, two legs or one leg and one arm), such as in moving equipment controls. Two or more limbs are in motion while the individual is sitting, standing or lying down. Example: A Gasoline Roller Engineer must operate roller using both hands.

**Warning:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification: You are required to bring one (1) form of valid (non-expired) signature photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: state issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**THE TEST RESULTS:** If you meet the education and experience requirements, pass the qualifying practical roller 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9 AM to 5 PM.

**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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) at the DCAS Computer-based Testing & Application Centers.

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