



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

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

CARPENTER
Exam. No. 6028
(For agencies under the jurisdiction of DCAS only)

WHEN TO APPLY: From: **January 3, 2007** **APPLICATION FEE: \$60.00**
To: **January 23, 2007** *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, April 28, 2007.**

WHAT THE JOB INVOLVES: Carpenters, under supervision, do installation and repair work involving rough, finish and general carpentry. They install, repair, and replace flooring, partitions, window frames and sashes, door frames and doors, drop ceilings and metal framing of walls, and other related components of buildings and structures including boardwalks, fences and screens; build and repair tool boxes, moveable and fixed sashes, doors and wooden office furniture, playground, park and school equipment; build and rebuild truck cabs; are familiar with, use, and operate both hand and powered woodworking equipment; build and repair various types of fire ladders; work from plans and sketches; keep job and other records; may supervise assigned personnel; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Carpenters and environmental conditions experienced are: lifting and carrying building materials weighing up to approximately 80 pounds; climbing and descending ladders and scaffolds; working in hot areas in boiler rooms; working in confined spaces; standing upright for extended periods of time; working in noisy and dusty areas; using electric-powered shop equipment and power driven electrical hand tools and machinery; being able to wear OSHA approved dust masks, safety goggles, work boots and work gloves.

Special Working Conditions: Carpenters 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 \$ 39.25 per hour. 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 Carpenter acquired within the last 10 years; or
2. Three years of experience as described in "1" above, plus sufficient training of a relevant nature acquired in an approved trade or vocational high school to make up a total of five years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational school training.

You may be given the multiple-choice 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.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Driver License Requirement (For Department of Transportation only): You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

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, B and C. 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 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" (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 Administration 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 this test. The multiple-choice test may include questions on the use of carpentry tools, equipment, materials and hardware; plan reading and specifications; construction, including framing and details; arithmetical computations; safety; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the written 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: This examination is for positions with agencies under the jurisdiction of DCAS only. If you would like to apply for Carpenter with the Health and Hospitals Corporation you must submit a separate application and fee for Examination No. 6051 between January 3, 2007 to January 23, 2007.

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. 92005; Skilled Craftsman and Operative Service

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

