



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**

**MACHINIST  
Exam. No. 4020**

**WHEN TO APPLY:** From: **March 2, 2005** APPLICATION FEE: **\$60.00**  
To: **March 22, 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, June 11, 2005.**

**WHAT THE JOB INVOLVES:** Under supervision, Machinists do bench, general shop and outside machinist's work. They set up and operate machine tools, such as engine lathes, milling machines, drill presses, planers and grinders; use tools and instruments required for machinist's work; do outside machinist's work in the inspection, overhaul and repair of all types of main and auxiliary stationary power plant, marine propulsion, water and disposal works equipment; maintain, repair, test, overhaul, and replace all types of building systems equipment such as fans, blowers, exhausters, pumps and compressors; fabricate obsolete parts from existing parts or sketches; direct subordinates in the performance of various maintenance and/or repair tasks; prepare reports and requisitions; maintain records and inventories of supplies and materials; may operate a motor vehicle or equipment in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Machinists and environmental conditions experienced are: climbing stairs, ladders; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping when working around structures and taking measurements, and to avoid injury from rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working outdoors in all kinds of weather.

(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 \$28.86 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 acquired within the last fifteen years as a machinist; or
2. At least two and one-half years of full-time satisfactory experience acquired within the last ten years as a machinist plus sufficient full-time experience as a machinist helper or an apprentice machinist, or training of a relevant nature acquired in an approved trade, technical or vocational high school, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of helper or apprentice experience or approved trade or vocational high school, up to a maximum of two and one-half years.

Education and Experience Requirements must be met by the last day of the Application Period.

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 your test paper(s) will not be rated.

**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:** Candidates 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 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections **A1 through A.3, B, C and D**. 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 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 "**course-by-course**" evaluation (which includes a "document-by-document" 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 multiple-choice test. The multiple-choice test may include questions on operation and maintenance of all machine shop equipment and hand tools; machine shop practices; machinery components; measuring devices and instruments; metals; heat treatment; reading comprehension and plan reading; related machine shop mathematics; safety; supervision; report writing; and other related areas.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test. In the qualifying practical test, you may be required to demonstrate knowledge and skill in the production of a work sample from a sketch. A score of at least 70% is required to pass the qualifying practical test.

**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 qualifying practical test, and meet the education and experience requirements, 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 Motor Vehicle Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice 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 will meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-UTÉG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

**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."

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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 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. 92610; Skilled Craftsman and Operative Service.

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