



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**

**MAINTENANCE WORKER (CUNY)
Exam. No. 5039
SECOND AMENDED NOTICE - August 10, 2005
(For The City University of New York Only)**

WHEN TO APPLY: From: July 6, 2005 **APPLICATION FEE: \$45.00**
To: August 26, 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, October 22, 2005.**

The Notice of Examination is amended to extend the end of the filing period from August 12, 2005 to August 26, 2005.

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; 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; and keep records. All Maintenance Workers perform related work.

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

Some of the 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 \$20.47 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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/or experience that is equivalent to "1" above. Education may be substituted for experience on the basis that six months of full-time training in the electrical trades, mechanical trades, or construction trades in an accredited trade school or approved vocational high school is equivalent to 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.

You may be given the test before we check 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: City residency is not required for 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 University of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. 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 A.1, A.2, 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.
- 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 elementary plumbing; elementary electrical work; construction techniques, materials, tools and equipment; mathematics and record keeping; safe work practices; and other related areas.

ADMISSION CARD: You will 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 a CUNY 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:

Investigation: Your education and experience will be verified by the City University of New York.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Maintenance Worker in agencies under the jurisdiction of DCAS, you must submit a separate application and fee for Exam. No. 5038 from July 6, 2005 through July 26, 2005. If you would like to apply for Maintenance Worker in New York City Health and Hospitals Corporation (HHC) you must submit a separate application and fee for Exam No. 5040 from July 6, 2005 through August 26, 2005.

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 University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/
Americans with Disabilities Act Employer
Title Code No. 90698; Skilled Craftsman and Operative Service.

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