



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO AUTO MACHINIST EXAM. NO. 6532

WHEN TO APPLY: From: March 7, 2007 **APPLICATION FEE: \$60.00**
 To: March 27, 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, June 23, 2007.**

WHAT THE JOB INVOLVES: Under supervision, Auto Machinists rebuild, repair, and maintain machine parts for automotive, construction and special equipment powered by internal combustion engines. They repair and rebuild internal combustion engines, transmissions and rear ends; operate automotive repair power equipment such as lathes, drill presses, crankshaft grinders, cylinder borers, valve grinders, etc.; reclaim salvageable automotive equipment; work with drawings; work with and operate testing equipment and measuring instruments; supervise and train assigned personnel; prepare reports and orders; maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Auto Machinists and environmental conditions experienced are: walking to and from various machines and tool storage areas; climbing stairs to get to various work areas; climbing around and over various objects; driving vehicles before and after they are repaired; standing upright for an extended period of time while operating machine tool equipment; reading small numbers and markings for precision measurements; using sight and hearing to protect oneself from moving vehicles and rotating machine tool equipment; listening to supervisor's instructions and communicate orally in a noisy environment; walking over greasy concrete surfaces; working in areas that are dusty, dark and contain traces of vehicle exhaust gases; working in cramped areas inside and under automotive bodies; lifting metal objects weighing up to 60 pounds; and working in areas where there are strong odors from grease, lubricants, solvents or garbage.

Special Working Conditions: Auto Machinists 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 \$32.44 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Machinist's Helper; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

This examination is also open to employees who were appointed to the eligible title pursuant to Section 55-a of the New York State Civil Service Law, and who meet all other eligibility requirements.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of promotion. 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 employment.

REQUIRED FORM:

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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass the test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions on operation and construction of internal combustion engines and automotive components; basic mathematics; machine shop instruments and metals; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test will be summoned to take the qualifying practical test. In the qualifying practical test, you may be required to read plans and specifications and fabricate a work sample. 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 the practical test, and you are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Commercial Driver License: If you have a Class B Commercial Driver License that is valid in the State of New York with no restrictions which would preclude performance of Auto Machinist work, you may be considered for promotion 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. Follow the instruction given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through this Selective Certification, you must maintain your Class B Commercial Driver License for the duration of your employment. This requirement may be met at any time during the duration of the eligible list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination-UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Drug Screening Requirement: Candidates who are considered for promotion to positions through the above Selective Certification must pass a drug screening in order to be promoted.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the multiple-choice test.

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."

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;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (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.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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.

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Title Code No. 92505; Skilled Craftsman and Operative Service

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