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

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER

DOCKBUILDER

Exam. No. 7021

WHEN TO APPLY: From: September 5, 2007 APPLICATION FEE: \$60.00
To: September 25, 2007 Payable by mail by money order to D.C.A.S. (EXAMS)
or
payable online by credit card, bank card, or debit card.

THE TEST DATE: The Qualifying practical test is expected to begin on Wednesday, October 1, 2008.

AMENDED NOTICE - SEPTEMBER 24, 2008

The Notice of Examination is amended. The Qualifying practical test is scheduled to begin on Wednesday, October 1, 2008.

WHAT THE JOB INVOLVES: Under Supervision, Dockbuilders, perform carpentry and repair work in connection with docks, piers, bulkheads and ferry terminals. They repair piers, bulkheads and ferry terminals; work as a crew member in the operation of pile drivers and floating derricks; use hand and power tools when required; operate a motor vehicle in the performance of assigned duties; and perform related work.

Some of the physical activities performed by Dock Builders and environmental conditions experienced are: working outdoors in all kinds of weather, using hand and power tools including power saws and drills, loading and unloading trucks, lifting and carrying heavy tools and materials; working on elevated structures; working on ladders and scaffolds; and working amidst the noise of power tools, compressors, diesel engines and pile drivers.

(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: Dockbuilders may be required to work Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$38.79 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, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply on line, go to the Online Application system (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable; major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. Five years of full-time experience as a Dockbuilder performing pile-driving work from floating pile drivers or floating derricks on docks, piers, bulkheads or ferry terminals or performing other waterfront related dockbuilding work; or
2. Three years of such experience as described in (1) above plus sufficient helper or apprentice experience to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of helper or apprentice experience.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. 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 your employment.

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 begin City service on or after September 1, 1986.

Please 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.

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 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. **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.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

1. Six points will be given for each year of full-time satisfactory experience as a dockbuilder performing pile-driving work from floating pile drivers or floating derricks on docks, piers, bulkheads or ferry terminals or performing other waterfront related dockbuilding work;

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained by **the last day of the application period**.

Qualifying Practical Test: Candidates who pass the experience test will be summoned to a qualifying practical test. A score of 70% is required to pass this test. In the qualifying practical test, you may be required to demonstrate skills and abilities in the proper use of hand and power tools used by dockbuilders; making joints in heavy timber; proper use of ropes, cables, knots etc.; working as a crew member on floating pile drivers and derricks; and other related areas.

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 experience test and the qualifying practical 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, 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.

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