



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor
 EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO MOTOR VEHICLE SUPERVISOR
 (For Agencies Under the Jurisdiction of DCAS Only)
 Exam No. 1517
 Second Amended Notice: April 6, 2011**

<p>WHEN TO APPLY: From: April 6, 2011 To: April 26, 2011</p>	<p>APPLICATION FEE: \$61.00 <i>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</i></p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 18, 2011.</p>	

The Notice of Examination is amended to reopen filing from April 6, 2011 through April 26, 2011 and change the date of the multiple-choice test from May 21, 2011 to June 18, 2011. Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Motor Vehicle Supervisors, under general supervision, supervise automotive servicing operations of a departmental garage, and/or are responsible for the dispatching of the personnel, motor vehicles and equipment assigned to a large garage. They schedule subordinate personnel to perform servicing, minor repairing and storage of automotive vehicles; inspect garage activities and facilities to ensure compliance with established standards and practices; investigate complaints on automotive servicing and operations; receive reports on the condition of motor vehicles and equipment repaired or needing repairs; direct the performance of minor repairs and refer major repairs to appropriate repair sections; review the utilization of motor vehicles and equipment by the different divisions of a department to determine efficient schedules for storage and servicing, and economical employment of facilities and garage personnel; prepare and enforce routines of periodic oiling, lubrication, and washing of vehicles, their tire servicing and the dispensing of gasoline as authorized for vehicular uses; deal with vendors to obtain servicing, repairs, equipment, and materials; initiate requisitions for needed supplies and automotive servicing equipment; supervise the maintenance of the garage and adjacent servicing premises in a clean and safe condition, with attention to the provision and operating condition of required fire safeguards; select and dispatch suitable motor equipment to various jobs; prepare trip instructions and designate the routes to be followed; investigate accidents in which assigned vehicles have been involved; prepare and review accident reports; keep attendance records, and keep records on the daily consumption of gasoline and oil and on the departure and arrival of motor vehicles; check condition of incoming and outgoing motor vehicles; instruct employees in the operation of specialized motor equipment, such as wreckers and heavy trucks; drive motor vehicles; may do automotive servicing in emergencies; and perform related work.

Special Working Conditions: Motor Vehicle Supervisors may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Motor Vehicle Supervisors and environmental conditions experienced are: working on or walking on wet concrete surfaces; working outdoors; working in areas where there may be fumes and odors of fuel and lubricants; lifting heavy objects; being alert, using vision and hearing to avoid injury from moving engine parts; reading fine print; and communicating orally in a noisy working environment.

(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 \$42,506 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. **By Mail:** Fill out an "Application for Examination" form. The completed form and application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

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 or appears on a Preferred List (see Note, below) for the title of Motor Vehicle Operator; 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 the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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.

REQUIREMENT TO BE PROMOTED:

Driver License Requirement: You must have 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 your employment.

THE TEST: You will be given a multiple-choice test designed to assess the extent to which you have certain knowledge, skills, and abilities deemed to be important to the performance of the job tasks of a Motor Vehicle Supervisor. The pass mark for the multiple-choice test will be 70.000. Your score on this test will determine 85% of your final score and your seniority will determine the remaining 15%. Seniority scores will only be added to passing multiple-choice test scores. Your seniority score will be 70 plus ½ 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.

Some test questions may be answered on the basis of documents and/or other information supplied to you on the day of the test and may assess your ability to judge actions regarding hypothetical problems and decisions, but all questions will relate to any of the following job tasks:

Scheduling subordinate personnel for servicing, minor repair, and storage of automotive vehicles; inspecting garage activities and facilities to ensure compliance with established standards and practices; receiving reports on the condition of motor vehicles and equipment repaired or needing repairs; directing the performance of minor repairs and referring major repairs to appropriate repair sections; preparing and enforcing routines of periodic oiling, lubrication, and washing of vehicles, their tire servicing, and the dispensing of gasoline as authorized for vehicular uses; selecting and dispatching suitable motor equipment to various jobs; preparing trip instructions and designating the routes to be followed; checking conditions of incoming and outgoing motor vehicles; investigating complaints on automotive servicing and operations; investigating accidents in which assigned vehicles have been involved; maintaining records and inventories of supplies and motor vehicles; preparing and reviewing accident reports; maintaining time sheets, annual leave, sick leave subordinate evaluations, disciplinary forms, assignment sheets, and scheduling subordinate personnel for overtime; keeping records on the daily consumption of gasoline and oil, and on the departure and arrival of motor vehicles; and assigning vehicles when authorization is received.

Questions based upon the above tasks may require the use of any of the following skills/abilities:

- **Identifying Problems and Making Decisions** - includes abilities such as Analytical Thinking; Quantitative Analysis and Interpretation; Judgment and Decision-Making; Planning and Organizing; and Innovation.
- **Working Effectively** - includes such abilities as Management of Material Resources; Management of Personnel Resources; Monitoring; Time Management; and Adaptability/Flexibility.
- **Communicating** - includes such abilities as Written Comprehension and Written Expression.
- **Interacting With Others** - includes such abilities as Persuading and Influencing Others; Conflict Resolution; Concern for Others; Coaching and Mentoring; and Teamwork.

- **Acting Responsibly** - includes such abilities as Integrity; Dependability; Achievement/Effort; Initiative and Independence; Attention to Detail; Self Control; and Updating and Using Relevant Knowledge.

Questions based upon the above tasks may also require mastery of technical knowledge based on any of the following:

Scheduling and prioritizing; map reading; written communication; job-related arithmetic computation; basic vehicle maintenance; operation of vehicles and equipment; job-related safety procedures; New York City geography; rules, regulations, policies and procedures concerning the operation of motor vehicles; time and leave policies; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 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 Driver License: If you have a Class A, B or C Commercial Driver License that is valid in the State of New York, 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 instructions given to you in the multiple-choice test booklet on the day of the 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 meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are promoted through Selective Certification, you must maintain your New York State Class A, B or C Commercial Driver License for the duration of your employment.**

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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91232; Motor Vehicle Operational Group

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