



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

<b>REQUIRED INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

**NOTICE  
 OF  
 EXAMINATION**

EDNA WELLS HANDY  
 Commissioner

**CARPENTER**  
**Exam No. 4024**  
**(For Agencies Under the Jurisdiction of the Commissioner of DCAS Only)**  
**AMENDED NOTICE - JANUARY 8, 2014**

**WHEN TO APPLY:** From: January 8, 2014 APPLICATION FEE: \$88.00  
 To: January 14, 2014  
**THE TEST DATE:** The multiple-choice test is expected to be held on **Tuesday, February 25, 2014.**

**The Notice of Examination is amended to reopen filing from January 8, 2014 through January 14, 2014. Candidates who filed previously need not file again.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Carpenters under supervision, do installation and repair work involving rough, finish and general carpentry. They install, repair and replace flooring, partitions, window frames and sashes, door frames and doors, drop ceilings and metal framing of walls, and other related components of buildings and structures including boardwalks, fences and screens; build and repair tool boxes, moveable and fixed sashes, doors and wooden office furniture, playground, park and school equipment; build and rebuild truck cabs; are familiar with, use, and operate both hand and powered woodworking equipment; build and repair various types of fire ladders; work from plans and sketches; keep job and other records; may supervise assigned personnel; and may operate a motor vehicle. All Carpenters perform related work.

Some of the physical activities performed by Carpenters and environmental conditions experienced are: lifting and carrying building materials weighing up to approximately 80 pounds; climbing and descending ladders and scaffolds; working in hot areas in boiler rooms; working in confined spaces; standing upright for extended periods of time; working in noisy and dusty areas; using electric-powered shop equipment and power driven electrical hand tools and machinery; being able to wear OSHA approved dust masks, safety goggles, work boots and work gloves.

**Special Working Conditions:** Carpenters 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 \$41.71 per hour, for a 35-hour work week. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You may be given the test before we verify 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 you will not receive a score.

**Education and Experience Requirements:**

1. Five years of full-time satisfactory experience as a Carpenter; or
2. At least three years of full-time satisfactory experience as described in "1" above, plus sufficient training of a relevant nature acquired in a trade school or vocational high school approved by a State's Department of Education or a recognized accrediting organization to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school training.

**The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.**

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period.** You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, **nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.**

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

**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.

**Driver License Requirement (For Department of Transportation only):** You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.3 (if applicable), B and C (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a Carpenter. Task areas to be tested are as follows:

Determination of materials, labor, equipment and safety gear necessary for the job.

Fabrication of forms, frames and special shapes by using hand tools, power tools and machinery.

Installation of partitions, cabinets, work stations, doors and windows.

Working with wood, metal, sheetrock, plastic (such as plexiglass, lexan, formica).

Erection of scaffolds, ramps, platforms and structures.

Working on wood and metal stick framing and sheathing.

Preparation of footings, forms and panels for concrete work.

Lay out and installation of stairs, ceilings, floors and molding.

The test may include questions on the use of the following technical knowledge areas: carpentry tools, equipment, materials and hardware; plan reading and specifications; construction, including framing and details; safety; and other related areas.

The test may also include questions which require the use of any of the following abilities:

**Written Comprehension:** understanding English words and sentences. Example: A Carpenter understands work orders and manufacturer's catalogs.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Carpenter writes notes free of grammatical errors.

**Mathematical Reasoning:** understanding and organizing a problem then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: A Carpenter sees a problem with pieces that do not fit together, calculates area, and corrects.

**Number Facility:** the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages and taking square roots. Example: A Carpenter adds the lengths of a number of pieces of lumber.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: A Carpenter installs stairs in a non-standard layout.

**Inductive Reasoning:** combining separate pieces of information or specific answers to problems to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: A Carpenter uses different types of wood for varying operations.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Carpenter has to repair or replace a floor following procedures.

**Spatial Orientation:** determining where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Carpenter determines where he is located in relation to kitchen cabinets.

**Visualization:** being able to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects or pattern will appear after the changes have been carried out. Example: A Carpenter determines how a ceiling would look when replaced or remodeled.

**Warning:** 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 use any of these devices in the building at any time before, during or after the test, 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.

**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 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:** This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Carpenter in HHC you must submit a separate application and fee for Exam. No. 4025 from January 8, 2014 through January 14, 2014.

**Selective Certification for Driver License (for the Department of Transportation only):** If you have a Class B Commercial 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 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. Your Class B Commercial Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - TEEG, 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 Class B Commercial Driver License for the duration of your employment.**

**Drug Screening Requirement for Selective Certification for Class B Commercial Driver License:** Candidates who are considered for appointment to positions through the above Selective Certification must pass a drug screening in order to be appointed.

**SPECIAL ARRANGEMENTS:**

**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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at The DCAS Computer-based Testing and Applications Centers.**

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