



**NOTE:** In addition to the qualification requirements, to be assigned to Assignment Level II, individuals must have an additional one year of satisfactory full-time experience in the installation and inspection of electrical equipment.

**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

**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 multiple-choice 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. Four years of full-time satisfactory experience in the installation, repair and/or inspection of electrical equipment, at least two (2) years of which must have involved a large building or facility of at least 100,000 square feet or a number of buildings of at least three (3) stories, adding up to a total of at least 100,000 square feet; **or**
2. A combination of education and experience that is equivalent to the four years of experience required in "1" above. College or university education leading to a baccalaureate degree in engineering or engineering technology may be substituted for the required experience in the installation, repair and/or inspection of electrical equipment in buildings and/or facilities on the basis of 5 semester credits for two months of experience up to a maximum of 60 semester credits. However, to qualify, candidates must have at least two (2) years of the required experience in the installation, repair and/or inspection of electrical equipment in a building or facility of at least 100,000 square feet or a number of buildings of at least three (3) stories, adding up to a total of at least 100,000 square feet.

Experience which is primarily as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements.

**Warning:** In order to qualify under "1" or "2" above, you must state on the Education and Experience Test that you have at least two years of the required experience in a large building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories, adding up to a total of at least 100,000 square feet.

**The education requirement must be met by June 30, 2014. The experience requirement must be met by the last day of the Application Period.**

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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 June 30, 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.**

**Driver License Requirement:** At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have a moving violation, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency Requirement:** 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 of New York.

**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.4 (if applicable), Section B, and Section 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, New York, NY 10007, 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 Supervisor of Electrical Installations and Maintenance. Task categories to be tested are as follows:

Project supervision and monitoring.  
Project preparation and planning.  
Record keeping.  
Project coordination.  
Technical revisions and oversight.

The multiple-choice test may include questions on contract management and supervision including submittals, change orders, costing, estimating, scheduling, coordination of work, preparation and interpretation of contract document and specifications; construction and electrical installation techniques; electrical, electronic and mechanical principles, materials and equipment; installation, operation, repair and maintenance of electrical and mechanical equipment; reading and interpretation of plans and drawings; relevant sections of the New York City Building and Electrical codes; safe working practices; and other related areas.

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

**Written Comprehension:** understanding written sentences and paragraphs. Example: A Supervisor of Electrical Installations and Maintenance reads and understands contract documents and technical specifications.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: A Supervisor of Electrical Installations and Maintenance writes reports and recommendations free of grammatical errors.

**Problem Sensitivity:** determining when something is wrong or likely to go wrong. Example: A Supervisor of Electrical Installations and Maintenance on inspection of installed equipment determines that the connections are incorrect.

**Mathematical Reasoning:** understanding & organizing a problem and then selecting a mathematical method or formula to solve the problem. Example: A Supervisor of Electrical Installations and Maintenance uses a mathematical formula to calculate estimated electrical load usage for equipment.

**Number Facility:** the degree to which adding, subtracting, multiplying & dividing can be done quickly & correctly. Example: A Supervisor of Electrical Installations and Maintenance adds the measurements obtained during inspection.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. Example: A Supervisor of Electrical Installations and Maintenance conducts various tests to resolve on-site problems.

**Inductive Reasoning:** combining separate pieces of information or specific answers to problems to form general rules or conclusions. Example: A Supervisor of Electrical Installations and Maintenance determines the reasons why the installed equipment does not work properly.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. Example: A Supervisor of Electrical Installations and Maintenance tests installed equipment while adhering to set procedures.

**Spatial Orientation:** telling where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Supervisor of Electrical Installations and Maintenance determines the positions of installed equipment in relation to each other.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. Example: A Supervisor of Electrical Installations and Maintenance visualizes how the space will look after the work is done.

**Selective Attention:** concentrating on a task that one is doing. Example: A Supervisor of Electrical Installations and Maintenance concentrates on inspection and is not distracted by ongoing construction.

**Time Sharing:** shifting back and forth between two or more sources of information. Example: A Supervisor of Electrical Installations and Maintenance reviews contract drawings and specifications for proposed work at the same time.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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.

#### **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.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 34205; Building Installations and Maintenance Supervisory Occupational Group

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