NOTICE OF EXAMINATION

ELEVATOR MECHANIC'S HELPER

Exam No. 5029

WHEN TO APPLY: From: March 4, 2015
To: March 24, 2015

APPLICATION FEE: $68.00

THE TEST DATE: The multiple-choice test is expected to begin on Tuesday, June 16, 2015.

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

WHAT THE JOB INVOLVES: Elevator Mechanic's Helpers, under direct supervision, assist in the maintenance and repair of electrically and/or hydraulically powered passenger and/or freight elevators. They assist elevator mechanics in making mechanical and electrical repairs and adjustments to the elements and components of passenger and freight elevators, which include cables, sheaves, glands, motors, generators, starters, relays and controls, brakes, solenoids, safeties, etc; make routine inspections of elevator equipment in a preventive maintenance program; use the tools and instruments essential to elevator maintenance and repair work; clean work areas; hand tools and equipment to elevator mechanics who are making repairs; and drive a motor vehicle. All Elevator Mechanic's Helpers perform related work.

Some of the physical activities performed by Elevator Mechanic’s Helpers and environmental conditions experienced are: climbing ladders and elevator shafts; moving heavy elevator parts; carrying heavy tool boxes; crawling and working in narrow spaces; working in elevator pits; and working in the vicinity of live electrical circuits and moving elevators.

(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: Elevator Mechanic's Helpers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is $29.00 per hour for a 40 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. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.

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
17th Floor
New York, NY 10007

**Brooklyn**
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, March 14, 2015.
Special Circumstances Guide: This guide is located on the DCAS website at 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 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. Three years of full-time satisfactory experience in the maintenance, repair and/or installation of passenger or freight elevators; or

2. At least two years of experience as described in “1” above plus at least 600 hours of training acquired in a trade school or technical school, or graduation from a vocational high school in a course of study in the maintenance, repair and/or installation of passenger or freight elevators; or

3. Satisfactory completion of an approved career ladder training program for Elevator Mechanic’s Helpers sponsored by the New York City Housing Authority.

The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (March 24, 2015).

The trade school, technical school, or vocational high school must be approved by a state’s Department of Education or a recognized accrediting organization.

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, 2015 or experience which you obtain after the end of the Application Period.

Driver License Requirement: At 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 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.

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. 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. 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.

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 an Elevator Mechanic’s Helper. Task areas to be tested are as follows: assisting elevator mechanics in maintenance and mechanical repairs; assisting elevator mechanics in electrical repairs; troubleshooting elevator problems with the elevator mechanics; making routine inspections of elevator equipment; participating in preventative maintenance programs; lubricating and greasing moving parts; using various electrical and electronic tools; using various mechanical tools; reading blueprints, wiring diagrams, schematic drawings, or engineering instructions; identifying and resolving mechanical equipment malfunctions; requesting replacement parts; completing basic writing assignments; handling tools and equipment to elevator mechanics; and cleaning work areas, elevators, tools, and equipment.

The test may include questions on the knowledge of mechanical, electrical, electronic, and hydraulic components and wiring of elevators; selection and use of tools and instruments used in elevator installation and maintenance; safety issues and procedures; basic electric, electronic, mechanical computations and terminology in elevator installation and maintenance; reading and interpretation of blueprints, drawings and sketches; 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: An Elevator Mechanic’s Helper understands written task assignments and notes.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: An Elevator Mechanic’s Helper writes legible notes during an inspection.

**Problem Sensitivity:** understanding when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: An Elevator Mechanic’s Helper assesses and diagnoses a mechanical issue with an elevator after a test run.

**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. Example: An Elevator Mechanic’s Helper adds the total number of electronic parts on a circuit.

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: An Elevator Mechanic’s Helper troubleshoots an electric motor and determines that a contact is loose.

**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: An Elevator Mechanic’s Helper repairs or replaces a mechanical device following predetermined steps.

**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.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**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.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.
CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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