



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

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**AUTO MECHANIC (CUNY)  
 Exam No. 6013  
 (For The City University of New York Only)**

**WHEN TO APPLY:** From: October 7, 2015  
 To: October 27, 2015

**APPLICATION FEE: \$82.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, January 30, 2016.**

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

**WHAT THE JOB INVOLVES:** Auto Mechanics (CUNY), under supervision, overhaul, repair and maintain engines and component assemblies used in automotive and construction activities and all other equipment powered by internal combustion engines. They act as “troubleshooters” in determining mechanical and electrical problems through the use of diagnostic equipment as necessary; make minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power; overhaul and make repairs to internal combustion engines, brake systems, automatic and manual transmissions, ignition systems, electronic systems, differential assemblies and fuel systems; align wheels and repair steering equipment; may make minor auto body repairs; may transmit orders to other assigned personnel as needed; supervise and are responsible for the work of other assigned personnel; train other related personnel in the performance of various maintenance and/or repair tasks; follow all appropriate safety procedures in the performance of assigned tasks; prepare reports, cost estimates or work and orders, and maintain records and inventories of supplies and materials; access job related information from a computer; operate motor vehicles or equipment in the performance of assigned duties. All Auto Mechanics (CUNY) perform related work.

**Special Working Conditions:** Auto Mechanics (CUNY) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Auto Mechanics (CUNY) and environmental conditions experienced are: working in a non-temperature controlled environment; climbing ladders; moving heavy automotive parts; carrying heavy tool boxes; crawling and working in narrow spaces; working in the vicinity of hazardous, flammable materials and solvents and engine exhaust fumes.

(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 \$31.37 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](http://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 apply 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

**The DCAS Computer-based Testing & Applications Centers will be closed on Monday, October 12, 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](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 an auto mechanic; or
2. Not less than three years of full-time satisfactory experience as an auto mechanic, plus relevant education acquired in a college, technical school, trade school or vocational high school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of relevant education.

**The education requirement must be met by January 31, 2016. The experience requirement must be met by the last day of the Application Period (October 27, 2015).**

The technical school, trade school or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. 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.** If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after January 31, 2016 or experience which you obtain after the end of the Application Period.

**Driver License Requirement:** At the time of appointment, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within six months of appointment.

For all appointments, if you have serious moving violations, license suspension or accident record, you may be disqualified. The Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment.

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

**Residency:** 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 University 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), A.4 (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.

**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 multiple-choice 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 Auto Mechanic (CUNY). Task areas to be tested are as follows: repair work; basic principles and research; diagnostics; safety and ethics; reports; supervision /training; driving; and other related areas.

The test may include questions on operating principles of internal combustion engines and automotive components; electrical and electronic principles and systems; repair, maintenance and troubleshooting of transmissions, steering and suspension, brakes, cooling and heating, ignition, fuel, hydraulic and other automotive systems; proper selection and use of tools and equipment (shop and diagnostic); proper safety practices; automotive inspections and emissions testing; New York State Department of Motor Vehicle operating rules; standards of proper employee ethical conduct; and other related areas.

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

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers. Example: An Auto Mechanic (CUNY) may use this ability when testing to prove failure of a system.

**Inductive Reasoning:** combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. Example: An Auto Mechanic (CUNY) may use this ability when drawing conclusions about a gasoline "no start."

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. Example: An Auto Mechanic (CUNY) may use this ability when conducting "pin point" tests.

**Mathematical Reasoning:** understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. Example: An Auto Mechanic (CUNY) may use this ability when determining values of older vehicles.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. Example: An Auto Mechanic (CUNY) may use this ability when completing timekeeping records.

**Problem Sensitivity:** being able to tell when something is wrong or is likely to go wrong. Example: An Auto Mechanic (CUNY) may use this ability when determining whether to replace or repair.

**Written Comprehension:** understanding written sentences and paragraphs. Example: An Auto Mechanic (CUNY) may use this ability when researching vehicle histories.

**Written Expression:** using English words or sentences in writing so that others will understand. Example: An Auto Mechanic (CUNY) may use this ability when maintaining records of daily work activities.

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.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test.

The qualifying practical test may assess your ability to: troubleshoot, adjust, diagnose, repair and replace faulty automotive components; use automotive test equipment; and perform other related tasks. A score of at least 70% is required to pass the qualifying practical test.

**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 of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Administration, Customer and Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test and the qualifying practical test, your name will be placed in final score order on a CUNY 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 CUNY eligible list.

**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(s) 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, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Appointment of New York City Civil Service Employees:** Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Auto Mechanic in City agencies you must submit a separate application and fee for Exam. No. 6012 from October 7, 2015 through October 27, 2015.

**SPECIAL ARRANGEMENTS:**

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) 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 Administration, Customer and 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 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.

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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 & Applications Centers.**

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/  
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**For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas); for CUNY: [cuny.edu](http://cuny.edu)**