



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

REQUIRED INFORMATION

APPLICATION

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT
Exam No. 6524
New York City Housing Authority

WHEN TO APPLY: From: February 3, 2016

APPLICATION FEE: \$68.00

To: February 23, 2016

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, May 21, 2016.

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

WHAT THE JOB INVOLVES: Assistant Resident Buildings Superintendents, under general supervision, supervise the operation and maintenance of properties of the New York City Housing Authority; or, in the central or borough offices, supervise skilled and semi-skilled employees in major repair programs; utilize computers. They schedule and supervise the care and cleaning of public spaces within Housing Authority building and grounds; supervise the maintenance of facility services, including water, gas, electricity, heat, hot water and waste disposal; supervise the maintenance of mechanical equipment including elevators and appurtenances thereto; assist in making repairs and adjustments to structures and equipment; supervise the maintenance of landscaped areas; supervise and assist in preparing reports and keeping records; and may operate a motor vehicle. All Assistant Resident Buildings Superintendents perform related work.

Special Working Conditions: Assistant Resident Buildings Superintendents may be required to work shifts including nights, Saturdays, Sundays, and holidays and may be on call 24 hours a day, 7 days a week to respond to emergencies.

Some of the physical activities performed by Assistant Resident Buildings Superintendents and environmental conditions experienced are: walking to, from and within buildings for inspection; climbing or descending ladders or stairs; climbing around and over various objects; walking over slick, uneven, or metal grid surfaces; kneeling or crouching; standing for extended periods of time; maintaining balance while walking over narrow walkways or areas that are elevated; communicating orally; working in confined areas; working in areas that may be damp, dusty, acrid, vermin infested, excessively noisy, extremely hot or extremely cold; working in areas that may contain lead, asbestos, sewage back-ups, oil spills, flooding, fumes, and/or toxic chemicals; working outdoors in all kinds of weather. Assistant Resident Buildings Superintendents may be required to wear safety equipment including hard hat, eye and ear protection, gloves, coveralls, safety shoes, Tyvek suit, respirator, and face mask.

(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 \$49,484 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 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
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 Monday, February 15, 2016.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Housing Authority 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 Supervisor of Housing Caretakers, Heating Plant Technician (Housing Authority), Maintenance Worker, Supervising Housing Groundskeeper, Bricklayer, Carpenter, Cement Mason, Electrician, Elevator Mechanic, Glazier, Machinist, Painter, Plasterer, Plumber, Roofer, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, or Supervisor of Mechanics (Mechanical Equipment); 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.)

The admission of employees in the competitive class titles of Bricklayer, Carpenter, Cement Mason, Electrician, Elevator Mechanic, Glazier, Machinist, Painter, Plasterer, Plumber, Roofer, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, and Supervisor of Mechanics (Mechanical Equipment) is on a collateral basis pursuant to New York Civil Service Law §52 (1) for this examination only. These admissions are not considered precedent for future examinations.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, 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 an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENT TO BE PROMOTED:

Medical Requirement: You may be required to wear a face mask or respirator while performing the essential functions of an Assistant Resident Buildings Superintendent. As a result, medical guidelines have been established for assignments that require wearing a face mask or respirator to determine whether candidates can safely wear this equipment while performing the essential functions of the position of Assistant Resident Buildings Superintendent. Candidates will be examined to determine whether they can perform the essential functions of the position of Assistant Resident Buildings Superintendent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

THE TEST: You will be given a two part multiple-choice test. The first part is a qualifying test. The second part is a competitive test. A score of at least 70% is required to pass each part. Your score on the second part will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass both multiple-choice test parts to have your seniority credited. 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 multiple choice 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.

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 Assistant Resident Buildings Superintendent. Task areas to be tested are as follows: directing and organizing staff and work; scheduling and record keeping; compliance, maintenance and cleaning; collaborating and teamwork; and technical expertise.

The qualifying part of the multiple-choice test may include questions on boilers, boiler room equipment, boiler room safety; and other related areas.

The competitive part of the multiple-choice test may include questions on building and building systems (such as heating, ventilation, mechanical, plumbing, electrical, etc.): building maintenance and other general repairs (such as physical repairs to buildings and grounds, including painting, carpentry, masonry, janitorial work, and other trades); public and employee safety; New York City Housing Authority rules, regulations, policies and procedures; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The competitive part of the multiple-choice test may also include questions requiring the use of any of the following abilities:

Analytical Thinking: analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** An Assistant Resident Buildings Superintendent may use this ability when figuring out the source of a leak affecting multiple floors in a building, such as a leak coming from a flooded bath in an apartment, or from a broken water pipe, or an improperly installed air-conditioner unit.

Quantitative Analysis & Interpretation: analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. **Example:** An Assistant Resident Buildings Superintendent may use this ability when making projections on the amount of fuel oil being consumed or the work orders that need to be distributed to complete a repair.

Judgement & Decision Making: reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. **Example:** An Assistant Resident Buildings Superintendent may use this ability when judging whether to proceed in hiring a vendor or using an in-house skilled trade worker to complete a work order.

Planning & Organizing: establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocations of resources. **Example:** An Assistant Resident Buildings Superintendent may use this ability when organizing work orders on move-outs and knowing the appropriate order in which the repairs need to take place so the turnover of the apartment is completed within the required time period.

Management of Material Resources: obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. **Example:** An Assistant Resident Buildings Superintendent may use this ability when taking inventory and verifying the logs for the store/stock room and knowing to order a certain number of supplies for an upcoming work order.

Management of Personnel Resources: motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** An Assistant Resident Buildings Superintendent may use this ability when evaluating staff working on a work order or move-out, or ensuring sufficient staff is maintaining grounds in accordance with standards outlined in policy and safety procedures.

Monitoring: monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** An Assistant Resident Buildings Superintendent may use this ability when evaluating staffs' work, evaluating a work order or move-out, or ensuring the work quality of staff as they maintain the grounds in accordance with standards outlined in policy and safety procedures.

Time Management: managing one's own time and the time of others in order to promote effective use of work hours. **Example:** An Assistant Resident Buildings Superintendent may use this ability when scheduling vendors and contractors to complete a specific job, such as preparing an apartment for a resident after a fire emergency situation.

Written Comprehension: understanding written sentences and paragraphs. **Example:** An Assistant Resident Buildings Superintendent may use this ability when reading emails, complaints or work orders.

Written Expression: using English words or sentences in writing so that others will understand. **Example:** An Assistant Resident Buildings Superintendent may use this ability when writing out a work order, or answering an email from the borough office.

Number Facility: solving problems involving the analysis and interpretation of numerical data. **Example:** An Assistant Resident Buildings Superintendent may use this ability when determining distances, calculating pressures, and time lengths.

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.

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 Administration, Customer and Exam Support, 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.

THE TEST RESULTS: If you pass the two part multiple-choice test and are marked eligible, your name will be placed in final score order on a 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.

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, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have a motor vehicle 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 on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of promotion. 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 - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and "MVO" on your correspondence. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

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(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 Administration, Customer and Exam Support 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 promotion, and may result in criminal prosecution.

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 and at the DCAS Computer-based Testing and Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 80305; Housing Maintenance and Custodial Occupational Group.

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