



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

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR HIGHWAY REPAIRER**

**Exam No. 7543**

**AMENDED NOTICE: January 17, 2018**

<b>WHEN TO APPLY:</b> From: February 1, 2017	<b>APPLICATION FEE: \$96.00</b>
To: February 21, 2017	<b>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.</b>
<b>THE TEST DATE:</b> Multiple-choice testing is expected to begin on <b>Saturday, May 20, 2017.</b>	

This Notice is amended to clarify that the only labor class title for which seniority will be credited is the title of Assistant City Highway Repairer

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

**WHAT THE JOB INVOLVES:** Supervisor Highway Repairers, under general supervision, supervise Highway Repairers and other assigned personnel in the laying and grading of all types of paving materials, in the construction, maintenance and repair of walks, roadways, fences and other structures, gutters and curbs, and in maintaining the security of facilities and equipment. Supervisor Highway Repairers must be able to follow the sequence of traffic island implementations, which involves utility mark outs, layout, saw-cutting, excavating, forming work, concrete pours, sealing and corking. They must be familiar with cobble stone repairs, replacing sub-base and cobble stone setting. Supervisor Highway Repairers may operate a motor vehicle. All Supervisor Highway Repairers perform related work.

**Special Working Conditions:** Supervisor Highway Repairers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervisor Highway Repairers and environmental conditions experienced are: carrying materials and tools weighing up to 50 pounds (e.g. a 50 lb. bag of cold patch); climbing up and down stairs and climbing ladders; and working at heights, in confined spaces and dusty areas. Supervisor Highway Repairers may be required to drive plow trucks during the winter season. Supervisor Highway Repairers may be required to be on their knees for extended periods of time while repairing cobble stones.

(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 \$46.50 per hour for a 40-hour work week. 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](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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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, February 20, 2017.**

**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](http://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 Department of Transportation who **on the first 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 Highway Repairer; 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.)

This examination is also open to employees who were appointed to the 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 the 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 the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

**DRIVER LICENSE REQUIREMENT:** At the time you are promoted to this position, you must possess a Class B Commercial Driver License valid in the State of New York for air brakes. Serious moving violations, license suspension or accident record may disqualify. This Class B Commercial Driver License valid in the State of New York for air brakes must be maintained for the duration of your employment.

If promoted, you will be subject to random drug and alcohol testing for the duration of your employment, as required by Federal law.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive class titles and the labor class Assistant City Highway Repairer title. 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 abilities and technical knowledge determined to be important to the performance of the tasks of a Supervisor Highway Repairer. Task categories to be tested are as follows: Preparation of Schedules and Overseeing of Work Assignments; Observation and Inspection of Work Assignments; Safety and Training; Directing and Estimating Manpower and Materials; and Paperwork and Administrative Procedures.

The test may include questions which will require mastery of technical knowledge in any of the following areas: Traffic Safety; Safety Guidelines Procedures; Vehicle and Traffic Law; New York City Department of Transportation Standard Operating Procedures; Commercial Driver License Sheet; Right To Know, such as Material Safety Data Sheet (MSDS); Highway Repairers' Tasks and Standards; Roadway and Street Operation; Arterial Operations Material; Mechanical Broom Sweeping; Pothole Repair; Chain Link Fence Repair and Operation; Litter and Debris Removal; Trimming and Pruning; Bulk Patrol; Code of Conduct; and Mayor's Executive Order No. 16 of 1978, as amended.

The test may also include questions requiring the use of the following abilities:

**Written Comprehension:** understanding written sentences and paragraphs. For example, Supervisor Highway Repairers may need to read and utilize reports submitted to them.

**Written Expression:** using English words or sentences in writing so that others will understand. For example, Supervisor Highway Repairers will need to complete forms and documents at the beginning and end of the work day.

**Monitoring:** monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. For example, Supervisor Highway Repairers will visit work sites to monitor subordinates' progress on assignments.

**Coaching & Mentoring:** identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. For example, Supervisor Highway Repairers may need to guide and work with subordinates to ensure safety and regulations are being followed at work sites.

**Attention to Detail:** being careful about detail and thorough in completing work tasks. For example, Supervisor Highway Repairers will need to pay close attention to the placement of safety signs, barrels and cones when working in high traffic areas.

**Teamwork:** developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. For example, Supervisor Highway Repairers will require subordinates to work well together on assignments and determine appropriate crew members to assign to tasks and work groups.

**Planning and Organizing:** establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. For example, Supervisor Highway Repairers may need to coordinate with other city agencies, such as the New York Police Department, in order to effectively manage complaints and grievances regarding road closures.

**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. For example, Supervisor Highway Repairers may need to evaluate the cost and number of materials needed for a particular project, and decide how to best allocate funds and avoid wastage of supplies.

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 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 Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> 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 multiple-choice test and are marked eligible, 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 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 promotion, 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.

**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 on which testing is expected to begin.

**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, 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 promotion, 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 the DCAS Computer-based Testing & 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)