



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO TRAFFIC DEVICE MAINTAINER
Exam No. 8549
SECOND AMENDED NOTICE – January 16, 2019

WHEN TO APPLY: From: December 6, 2017
To: December 26, 2017
APPLICATION FEE: \$68.00
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: Multiple-choice testing is expected to begin on **Tuesday, June 5, 2018.**

The Notice of Examination is amended to correct in THE TEST section text regarding seniority credit for continuous service in labor class titles.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Traffic Device Maintainers, under direct supervision, prepare, install, maintain and repair vehicular traffic control devices; and drive motor vehicles. All Traffic Device Maintainers perform related work.

Some of the physical activities performed by Traffic Device Maintainers and environmental conditions experienced are: curbside walking to inspect muni meters; bending and stooping during inspections; climbing ladders to inspect, remove and/or replace traffic control devices; heavy lifting of 50 pounds or more; operating all kinds of hand and motorized tools; driving boom trucks and tower trucks reaching heights up to 30 feet or more; driving a motor vehicle; and working outdoors in all kinds of weather.

Special Working Conditions:

Traffic Device Maintainers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 \$45,270 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 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 two (2) business days 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>.

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) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3 rd Floor Staten Island, NY 10304

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, December 23, 2017, and Monday, December 25, 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 and available at the

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. is employed in the labor class title of City Parking Equipment Service Worker; and
2. is not otherwise ineligible.

The admission of employees in the labor class title of City Parking Equipment Service Worker is on a collateral basis pursuant to New York Civil Service Law Section 52(14).

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.

EDUCATION, EXPERIENCE, AND TRAINING REQUIREMENTS:

1. Successful completion of the City Parking Equipment Service Worker (CPESW) Certificate Program; or
2. Two years of full-time satisfactory experience using hand and/or power tools to assemble, repair, maintain, and/or install mechanical and/or electrical devices; or
3. A four-year high school diploma or its educational equivalent and one year of full-time satisfactory experience as described in "2" above; or
4. Graduation from an approved four-year trade, technical or vocational high school with a mechanical or electrical major; or
5. At least one year of full-time satisfactory experience as described in "2" above plus sufficient training in the mechanical or electrical field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of such training.

The CPESW Certificate Program requirement must be met by June 5, 2018.

The Education and Experience requirements must be met by December 26, 2017.

You may be given the test before a review of your eligibility and qualifications.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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.

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," and you must be employed in the eligible title at the time of promotion.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: At the time of promotion, eligibles must possess a valid Class B Commercial Driver License (CDL) with no restrictions valid in the State of New York or a Class B Learner's Permit. Serious moving violations, license suspension or accident record may disqualify. Eligibles with a Class B Learner's permit who do not obtain their Class B CDL with no restrictions by the end of the probationary period will be terminated. This Class B Commercial Driver's License with no restrictions must be maintained for the duration of 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 promoted 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 promotion interview to find out if City residency is required.

Medical Screen Requirement: Medical guidelines have been established for the position of Traffic Device Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Traffic Device Maintainer. 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.

Drug/Alcohol Screening Requirement: You must pass a drug screening in order to be promoted. If promoted, you will be subject to random drug and alcohol testing for the duration of your employment.

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.2, A.3, 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. 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 a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this multiple-choice test will determine 85% of your final 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 1/2 point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in labor class titles. Your service will be credited through the date of the 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 a Traffic Device Maintainer. Task areas to be tested are as follows: parking meter maintenance and repair; traffic control device maintenance and repair; concrete and asphalt work; vehicle and equipment operation; tools and equipment; cleaning, sweeping, and shoveling; administrative paperwork; and other related areas.

The multiple-choice test may include questions on the proper use of hand and power tools; job-related calculations and measurements; minor maintenance of automotive and mechanical equipment; proper use of construction materials and hardware; safe work procedures; reading and interpreting work orders including schematics; and other related areas.

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

Deductive Reasoning - The ability to apply general rules to specific problems to come up with logical answers. Example: A Traffic Device Maintainer may use this ability when performing a task under the direction of a work order.

Written Comprehension – The ability to understand written sentences and paragraphs. Example: A Traffic Device Maintainer may use this ability when reading daily work orders.

Number Facility – The ability to add, subtract, multiply, and divide quickly and correctly. Example: A Traffic Device Maintainer may use this ability when taking measurements on the street and comparing it to the work order.

Memorization – The ability to remember information such as words, numbers, pictures, and procedures. Example: A Traffic Device Maintainer may use this ability when navigating their way to a job site.

Manual Dexterity – The ability to make skillful coordinated movements of one hand, a hand together with its arm, or two hands to grasp, place, move or assemble objects, such as hand tools or blocks. Example: A Traffic Device Maintainer may use this ability when installing a traffic sign into the sidewalk.

EXAM SITE ADMISSION:

You will be sent 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, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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, your prohibited device(s) may be confiscated and your application fee will not be refunded. You may not have any other people, 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, City or State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, 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.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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 following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test, meet the education, experience and training requirements, 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 if your name is reached on the eligible list. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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, 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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90910; Traffic Device Maintenance Occupational Group.

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