



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### AUTOMOTIVE SERVICE WORKER

Exam No. 9004

**WHEN TO APPLY:** From: August 1, 2018

To: August 21, 2018

**APPLICATION FEE: \$47.00**

**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.**

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

#### WHAT THE JOB INVOLVES:

Automotive Service Workers, under varying levels of supervision and degrees of difficulty, assist in and perform automotive maintenance services such as inspection, and repair work.

**At Assignment Level 1:** Automotive Service Workers, under direct supervision, perform simple repairs and automotive maintenance services such as preventive maintenance inspection, battery service, checking, servicing, patching and changing tires; lubrication and oil change; clean, wash and polish vehicles; clean interior of vehicles; dispense gasoline and oil; check the level, and refill automobile fluids such as coolant, oil, transmission and brake fluids; assist in performing tune ups, in shops and on the road, and in replacement of engine parts, drive-trains, transmissions, steering gear and components, ignition, heating and cooling systems, air conditioning components, brake system, lighting system, sirens and back-up warning tone systems, etc; operate motor vehicles to test repairs; may operate a tow truck when duties require; maintain and update vehicle service and repair records. All Automotive Service Workers perform related work.

Some of the physical activities performed by Automotive Service Workers 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; and working in the vicinity of biohazards.

**Special Working Conditions:** Automotive Service Workers may be required to work 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 \$33,872 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level 1. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

#### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period (August 21, 2018).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time satisfactory experience performing automotive maintenance services, such as inspection, lubrication and oil changing, acquired in a garage or gasoline service station within the last ten years; **or**
2. Graduation from an approved trade school, vocational high school or technical school with a course of study in automotive maintenance and repair; **or**
3. An Associate Degree from an accredited college or university with a major in automotive technology; **or**
4. A satisfactory combination of education and experience which is equivalent to paragraphs 1, 2, or 3 above. Six months of experience will be credited for satisfactory completion of each year of approved trade school, vocational high school, technical school, college or university education.

**The education requirement must be met by January 31, 2019. The experience requirement must be met by the last day of the Application Period (August 21, 2018).**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The trade school, technical 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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**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, 2019 or experience which you obtain after the end of the Application Period.

**License Requirement:** At the time of appointment, all candidates must possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

For certain positions, a Class A Commercial Driver License (with Towing Endorsement) valid in the State of New York or a Class B Commercial Driver License (with Air Brakes) valid in the State of New York is required. This license must be maintained for the duration of employment. In order to be appointed to these positions, you must pass a drug screening. If appointed, you will be subject to random drug and alcohol testing for the duration of your employment.

**Note:** Candidates may qualify with a Commercial Driver License Learner's Permit and must obtain the required license within 180 days of appointment.

**Drug Screening Requirement (for appointment to the New York City Police Department only):** You must pass a drug screening in order to be appointed.

**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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

## 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 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:

Manhattan	Brooklyn	Queens	Staten Island
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 3rd Floor Staten Island, NY 10304

**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 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."

## REQUIRED INFORMATION:

- 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.
- Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2 (if applicable), A.3 (if applicable), A.4 (if applicable), B (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education in this examination) :** 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 Department of Citywide Administrative Services (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 DCAS no later than eight weeks from the last day of the application period.

#### THE TEST:

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing automotive maintenance services, such as lubricating, inspection, and oil changing, acquired in a garage or gasoline service station for:**

**You will receive:**

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**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 experience which you obtain after the end of the Application Period.

Experience must be obtained by **the last day of the Application Period (August 21, 2018).**

#### 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 education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### ADDITIONAL INFORMATION:

**Selective Certification for Class A Commercial Driver License with Towing Endorsement:** If you have a Class A Commercial Driver License with Towing Endorsement that is valid in the State of New York, you may be considered for appointment 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. If you wish to apply for this Selective Certification, state "**CLT**" in Section D of the Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Class A Commercial Driver License with Towing Endorsement for the duration of your employment.**

**Selective Certification for Class B Commercial Driver License with Airbrake Endorsement:** If you have a Class B Commercial Driver License with Airbrakes Endorsement that is valid in the State of New York, you may be considered for appointment 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. If you wish to apply for this Selective Certification, state "**CBB**" in Section D of the Education and Experience Test. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your Class B Commercial Driver License with Airbrake Endorsement for the duration of your employment.**

**Drug Screening Requirement:** Candidates who are considered for appointment to positions through the above Selective Certifications must pass a drug screening in order to be appointed. If appointed through Selective Certification, you will be subject to drug and alcohol testing for the duration of your employment.

**Selective Certification for New York State Certification as a Motor Vehicle Inspector:** If you have New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1 and New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, you may be considered for appointment to positions requiring these certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certifications. If you wish to apply for this Selective Certification, state "**MVI**" in Section D of the Education and Experience Test. Your certificates will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your certifications for the duration of your employment.**

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of these requirements at some future date, please submit a request by mail to: DCAS

Bureau of Examinations - Exam Development. 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number, and the Selective Certification you are requesting on your correspondence.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

**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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at 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)**