NOTICE OF EXAMINATION

AUTO MECHANIC
Exam No. 9009

WHEN TO APPLY: From: September 5, 2018 To: September 25, 2018
APPLICATION FEE: $85.00
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, December 4, 2018.

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

WHAT THE JOB INVOLVES:
Auto Mechanics, under supervision, overhaul, repair and maintain engines, motors and motor-powered equipment, component assemblies, and component systems used in automotive, construction and special-purpose equipment powered by internal combustion engines. They act as "troubleshooters" in determining mechanical and electrical defects; overhaul, maintain and repair internal combustion engines, motors and motor-powered equipment, including brake systems, transmissions, ignition systems, rear ends, differential assemblies, fuel systems, hydraulic systems, electronic systems, and other related components and systems; align wheels and repair steering equipment; reline and adjust brakes and clutches; 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; may transmit orders to other journeymen as directed; may supervise machinist helpers, automotive service workers, and other personnel as directed; train assigned machinist helpers, automotive service workers, or other related personnel in the performance of various maintenance and/or repair tasks; may make minor auto body repairs; may prepare reports and orders, and maintain records and inventories of parts, components, supplies and materials; operate and test motor vehicles and equipment in the performance of assigned duties. All Auto Mechanics perform related work.

Special Working Conditions:
Auto Mechanics may be required to work various shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by Auto Mechanics 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 $34.63 per hour for a 40-hour work week. This rate is subject to change.

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 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 an Admission Notice or score. (For more information see Exam Site Admission section.) 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 (September 25, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Five years of full-time satisfactory experience as an auto mechanic; or
2. Not less than two and one-half years of full-time satisfactory experience as an auto mechanic, plus sufficient helper or apprentice experience or relevant education acquired in a college, university, 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 helper or apprentice experience, or relevant education. Less than a full year of helper or apprentice experience, or relevant education will receive prorated credit.

The education requirement must be met by January 31, 2019. The experience requirement must be met by the last day of the Application Period (September 25, 2018).
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...
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. 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, debit card tied to 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://a856eeexams.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**
- 2 Lafayette Street, 17th Floor, New York, NY 10007

**Brooklyn**
- 210 Joralemon Street, 4th Floor, Brooklyn, NY 11201

**Queens**
- 118-35 Queens Boulevard, 5th Floor, Forest Hills, NY 11375

**Staten Island**
- 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 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."

**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
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. Task areas to be
tested include but are not limited to: repair work; basic principles and research; diagnostics; safety and ethics; reports;
supervision /training; driving; and other related areas.
The multiple-choice 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 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 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 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 may use this ability when determining
values of older vehicles.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. Example: An Auto
Mechanic 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 may use this ability when determining whether to replace or repair.

**Written Comprehension:** understanding written sentences and paragraphs. Example: An Auto Mechanic
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 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.

**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,
substraction, muliplication and division are prohibited. Electronic devices with an alaphabetical 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 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, IDNYC, US
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.

**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/dt146a.pdf.

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 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 appointment when your name is reached on the eligible list.

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 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.

ADDITIONAL INFORMATION:
Selective Certification for New York State Certification as a Motor Vehicle Inspector: The eligible list resulting from this examination may be selectively certified to fill positions which require, at the time of appointment, either:

1. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1 (LV); or
2. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2 (HV); or
3. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3 (MO); or
4. 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 Emissions, Group D (IL); or
5. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (IE); or
6. 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, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (IV); or
7. 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, and New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3, and New York State Certification as a Motor Vehicle Inspector certified in Emissions, Group D (IME).

If you have a New York State Certification as a Motor Vehicle Inspector for any of the aforementioned groups, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification(s) will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your Motor Vehicle Inspector Certificate for the duration of your employment.

Selective Certification for Class A Commercial Driver License with Towing Endorsement (for the Department of Transportation Only): 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. 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 Department of Transportation 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.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this 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 the Selective Certification you are requesting on your correspondence.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.
PENALTY FOR MISREPRESENTATION:
Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.