BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PROMOTION TO AUTO MECHANIC (DIESEL)

Exam No. 9506

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 (Diesel), under supervision, overhaul diesel engines and component assemblies used in diesel powered vehicles. They act as “troubleshooters” in determining mechanical defects; 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; overhaul diesel engines, transmissions and fuel systems; align wheels, adjust tracks and repair steering equipment; reline and adjust brakes; 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 prepare reports and orders, and maintain records and inventories of supplies and materials; operate motor vehicles or equipment in the performance of assigned duties. All Auto Mechanics (Diesel) perform related work.

Special Working Conditions:

Auto Mechanics (Diesel) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Auto Mechanics (Diesel) 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.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services 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 Automotive Service Worker or Machinist’s Helper; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

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 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, 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(S) TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must possess either:

1. A Class B Commercial Driver License valid in the State of New York; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York

If you have serious moving violations, license suspension or accident record, you may be disqualified. The Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

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:

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

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.

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 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, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive 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 an Auto Mechanic (Diesel). Task areas to be tested are as follows: 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, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; 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 (Diesel) 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 (Diesel) 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 (Diesel) 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 (Diesel) may use this ability when determining values of older vehicles.

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

Written Comprehension: understanding written sentences and paragraphs. Example: An Auto Mechanic (Diesel) 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 (Diesel) 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 eligibility 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, 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 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 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.

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 promotion 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 and the qualifying practical 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, and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion 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*.

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.

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 promotion, either:

1. New York State Certification as a Motor Vehicle Inspector certified in Light Vehicles, Group 1 (ILV); or
2. New York State Certification as a Motor Vehicle Inspector certified in Heavy Vehicles, Group 2 (IHV); or
3. New York State Certification as a Motor Vehicle Inspector certified in Motorcycles, Group 3 (IMO); 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 (ILE); 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 (IHE); 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 (IVE); 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 promotion 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 promoting agency at the time of promotion. **If you are promoted 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 promotion 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 promotion. **If you are promoted 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.

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.

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