



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ASSISTANT RESIDENT BUILDINGS SUPERINTENDENT

Exam No. 0517

New York City Housing Authority

Amended Notice – December 4, 2019

**WHEN TO APPLY:** From: October 2, 2019

**APPLICATION FEE:** \$68.00

To: October 22, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Saturday, December 28, 2019.**

**The Notice of Examination is amended to add Selective Certifications, update the minimum salary, add Maintenance Worker and Supervisor to the list of titles eligible for promotion, and update the Test section to include information about the two-part test format.**

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

#### WHAT THE JOB INVOLVES:

Assistant Resident Buildings Superintendents, under general supervision, supervise the operation and maintenance of properties of the New York City Housing Authority; or, in the central or borough offices, supervise skilled and semi-skilled employees in major repair programs; utilize computers. They schedule and supervise the care and cleaning of public spaces within Housing Authority building and grounds; supervise the maintenance of facility services, including water, gas, electricity, heat, hot water and waste disposal; supervise the maintenance of mechanical equipment including elevators and appurtenances thereto; assist in making repairs and adjustments to structures and equipment; supervise the maintenance of landscaped areas; supervise and assist in preparing reports and keeping records; and may operate a motor vehicle. All Assistant Resident Buildings Superintendents perform related work.

#### Special Working Conditions:

Assistant Resident Buildings Superintendents may be required to work various shifts including nights, Saturdays, Sundays, and holidays and may be on call 24 hours a day, 7 days a week to respond to emergencies.

Some of the physical activities performed by Assistant Resident Buildings Superintendents and environmental conditions experienced are: walking to, from and within buildings for inspection; climbing or descending ladders or stairs; climbing around and over various objects; walking over slick, uneven, or metal grid surfaces; kneeling or crouching; standing for extended periods of time; maintaining balance while walking over narrow walkways or areas that are elevated; communicating orally; working in confined areas; working in areas that may be damp, dusty, acrid, vermin infested, excessively noisy, extremely hot or extremely cold; working in areas that may contain lead, asbestos, sewage back-ups, oil spills, flooding, fumes, and/or toxic chemicals; working outdoors in all kinds of weather. Assistant Resident Buildings Superintendents may be required to wear safety equipment including hard hat, eye and ear protection, gloves, coveralls, safety shoes, Tyvek suit, respirator, and face mask.

(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 \$54,487 per annum. This rate is subject to change.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Housing Authority 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 Supervisor of Housing Caretakers, Heating Plant Technician (Housing Authority), Maintenance Worker, Supervisor, Supervising Housing Groundskeeper, Cement Mason, Machinist, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, or Supervisor of Mechanics (Mechanical Equipment); and
2. is not otherwise ineligible.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The admission of employees in the competitive class titles of Cement Mason, Machinist, Supervisor Bricklayer, Supervisor Carpenter, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Glazier, Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, and Supervisor of Mechanics (Mechanical Equipment) is on a collateral basis pursuant to New York Civil Service Law §52(1) for this examination only. These admissions are not considered precedent for future examinations.

(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 titles as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an 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 an 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 TO BE PROMOTED:**

**Medical Requirement:** You may be required to wear a face mask or respirator while performing the essential functions of an Assistant Resident Buildings Superintendent. As a result, medical guidelines have been established for assignments that require wearing a face mask or respirator to determine whether candidates can safely wear this equipment while performing the essential functions of the position of Assistant Resident Buildings Superintendent. Candidates will be examined to determine whether they can perform the essential functions of the position of Assistant Resident Buildings Superintendent. 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.

#### **HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. 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

#### **Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, October 12, 2019 & Monday, October 14, 2019.**

**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."

#### **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:**

You will be given a two-part multiple-choice test at a computer terminal. The first part is a qualifying test. The second part is a competitive test. A score of at least 70% is required to pass each part. Your score on the second part will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass both multiple-choice test parts 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 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 Assistant Resident Buildings Superintendent. Task areas to be tested are as follows: directing and organizing staff and work; scheduling and record keeping, compliance, maintenance and cleaning; collaborating and teamwork; and technical expertise.

The test may include questions on building and building systems (such as heating, ventilation, mechanical, plumbing, electrical, etc.); building maintenance and other general repairs (such as physical repairs to buildings and grounds, including painting, carpentry, masonry, janitorial work, and other trades); court-case protocol; work order priority; move-out and inspection procedure; public and employee safety; New York City Housing Authority rules, regulations, policies, and procedures; 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 test may also include questions requiring the use of any of the following abilities:

**Analytical Thinking:** analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. **Example:** An Assistant Resident Buildings Superintendent may use this ability when figuring out the source of a leak affecting multiple floors in a building, such as a leak coming from a flooded bath in an apartment, or from a broken water pipe, or an improperly installed air-conditioner unit.

**Quantitative Analysis & Interpretation:** analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. **Example:** An Assistant Resident Buildings Superintendent may use this ability when making projections on the amount of fuel oil being consumed or the work orders that need to be distributed to complete a repair.

**Judgement & Decision Making:** reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. **Example:** An Assistant Resident Buildings Superintendent may use this ability when judging whether to proceed in hiring a vendor or using an in-house skilled trade worker to complete a work order.

**Planning & Organizing:** establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocations of resources. **Example:** An Assistant Resident Buildings Superintendent may use this ability when organizing work orders on move-outs and knowing the appropriate order in which the repairs need to take place so the turnover of the apartment is completed within the required timeperiod.

**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. **Example:** An Assistant Resident Buildings Superintendent may use this ability when taking inventory and verifying the logs for the store/stock room and knowing to order a certain number of supplies for an upcoming work order.

**Management of Personnel Resources:** motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** An Assistant Resident Buildings Superintendent may use this ability when evaluating staff working on a work order or move-out, or ensuring sufficient staff is maintaining grounds in accordance with standards outlined in policy and safety procedures.

**Monitoring:** monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** An Assistant Resident Buildings Superintendent may use this ability when evaluating staffs' work, evaluating a work order or move-out, or ensuring the work quality of staff as they maintain the grounds in accordance with standards outlined in policy and safety procedures.

**Time Management:** managing one's own time and the time of others in order to promote effective use of work hours. **Example:** An Assistant Resident Buildings Superintendent may use this ability when scheduling vendors and contractors to complete a specific job, such as preparing an apartment for a resident after a fire emergency situation.

**Adaptability/Flexibility:** responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. **Example:** An Assistant Resident Buildings Superintendent may use this ability when handling several high-priority work orders at once and must assign the necessary staff to each problem.

**Written Comprehension:** understanding written sentences and paragraphs. **Example:** An Assistant Resident Buildings Superintendent may use this ability when reading emails, complaints or work orders.

**Written Expression:** using English words or sentences in writing so that others will understand. **Example:** An Assistant Resident Buildings Superintendent may use this ability when writing out a work order, or answering an email from the borough office.

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.

#### **EXAM SITE ADMISSION:**

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. 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 electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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 ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam, consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title, exam number, previous mailing and/or email address, and your new mailing and/or email address

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: [nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf](http://nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf).

#### **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, 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: <https://www.nyc.gov/site/dcas/employment/civil-service-system.page>.

#### **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, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

#### **ADDITIONAL INFORMATION:**

**Selective Certification for Driver License (MVO):** If you have a motor vehicle Driver License 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. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. 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 appointing agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Selective Certification for Positions Requiring Heating Experience (HET):** If you possess at least six (6) months of full-time satisfactory experience in the diagnosis and repair of heating plants and hot water systems in large tenanted buildings, including burner and boiler repair in a private, not for profit, or government agency, then you may be considered for appointment to positions requiring this particular experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given

to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of promotion.

**Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP):** If you possess a USEPA Certification in Renovation, Repair and Painting (RRP), then you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your USEPA Certification will be checked by the appointing agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your USEPA Certification in Renovation, Repair, and Painting for the duration of your employment.**

**Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement) (ILB):** If you possess a USEPA Certification in Lead-based Paint Activities (ILB) (Abatement), you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your USEPA Certification will be checked by the appointing agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your USEPA Certification in Lead-based Paint Activities (Abatement) for the duration of your employment.**

These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement(s) 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 specific selective certification 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.

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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.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 80305; Housing Maintenance & Custodial Occupational Group.

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

