



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO SUPERVISOR OF MECHANICS

Exam No. 0593

(AMENDED NOTICE- December 11, 2019)

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

**APPLICATION FEE: \$101.00**

**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 Thursday, April 30, 2020.

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

**The Notice of Examination is amended to change the date of the multiple-choice test from January 3, 2020 to April 30, 2020. Eligible titles were also added to the "Eligibility To Take Examination" section.**

#### WHAT THE JOB INVOLVES:

Supervisors of Mechanics, under general direction, supervise the maintenance, alteration, repair, erection and dismantling of structures and equipment pertinent to departmental operations. They prepare work schedules and assignments; prepare and/or supervise the preparation of material take-offs from plans and specifications of field measurements; estimate annual budget requirements; prepare job orders and requisitions materials; inspect job sites and equipment to determine the need for repair, alteration and maintenance; check jobs in progress and completed work assignments for compliance with work standards, job orders, codes and/or specifications; may be in charge of a central shop; keep records and prepare reports. All Supervisors of Mechanics perform related work.

#### Special Working Conditions:

Supervisors of Mechanics may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervisors of Mechanics and environmental conditions experienced are: climbing and descending ladders; standing for long periods of time; walking to and from repair sites; bending, crouching, and kneeling; using power driven and regular hand tools; working in confined areas; working outdoors in all kinds of weather; working alongside roads; working in areas that have high noise levels and may be wet, dark, dusty, dirty and/or acid; working in the presence of vermin and toxic and/or corrosive chemicals.

(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 \$59.55 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 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 Ironwork; or
2. is permanently (not provisionally) employed in or appears on a preferred list for the title of Supervisor Bricklayer, Supervisor Carpenter, Supervisor Door Stop Maintainer, Supervisor of Electrical Installations and Maintenance, Supervisor Electrician, Supervisor Elevator Mechanic, Supervisor Furniture Maintainer, Supervisor Glazier, Supervisor Locksmith, Supervisor of Mechanical Installations and Maintenance, Supervisor of Mechanics (Mechanical Equipment), Supervisor Painter, Supervisor Plasterer, Supervisor Plumber, Supervisor Roofer, Supervisor Sheet Metal Worker, Supervisor Steam Fitter, Supervisor Thermostat Repairer, Supervisor (Window Shade Repairer), Supervisor of Traffic Device Maintainers, Blacksmith, Boilermaker, Bricklayer, Carpenter, Cement Mason, Clock Repairer, Door Check Repairer, Door Stop Maintainer, Electrician, Elevator Mechanic, Furniture Maintainer (Finisher), Furniture Maintainer (Woodwork), Glazier, Locksmith, Machinist, Maintenance Worker, Painter, Plasterer, Plumber, Radio Repair Mechanic, Roofer, Senior Sewage Treatment Worker, Senior Stationary Engineer, Senior Stationary Engineer (Electric), Sheet Metal Worker, Stationary Engineer, Stationary Engineer (Electric), Steamfitter, Supervisor, Thermostat Repairer, Welder; and
3. is not otherwise ineligible.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

(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.)

The admission of employees in the titles listed under (2) above is on a collateral basis pursuant to New York Civil Service Law § 52(1) and applies to this examination only. It is not considered a precedent for future examinations.

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 an 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 (For Department of Education Only):** By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**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, and 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:**

The multiple-choice test will be given at a computer terminal. 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 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 a Supervisor of Mechanics.

Task areas to be tested are as follows: supervising in maintenance and repair of structures and equipment; safety; supervisory and administrative duties.

The test may include questions on basic knowledge of building and construction trades, mechanical equipment; basic knowledge of repair and maintenance of mechanical equipment; basic knowledge of NYC Building Codes, Electrical and Fire Codes; knowledge of safe working practices, policy and procedures; knowledge of general personnel management; knowledge of appropriate policies and procedures governing daily work activities; standards of proper employee 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:** A Supervisor of Mechanics may use this ability when reading and interpreting reports and information prior to sending a work crew on a job site.

**Judgment & 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. While similar to Planning and Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. **Example:** A Supervisor of Mechanics may use this ability when evaluating the cost of repairs and alterations and deciding on the best course of repair and equipment necessary to complete the job.

**Planning & Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Supervisor of Mechanics may use this ability when assuring that job assignments and tasks are appropriately assigned in order to complete a project within the time limits and under budget.

**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:** A Supervisor of Mechanics may use this ability when scheduling the appropriate personnel at the site to accomplish the job, while coordinating delivery of materials to the site location and transporting the appropriate equipment.

**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:** A Supervisor of Mechanics may use this ability when assigning a new crew member to work a job with an expert or more seasoned employee or work with a person's expertise and strengths to complete a job.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. **Example:** A Supervisor of Mechanics may use this ability when providing feedback and an open line of communication with employees to obtain the best performance or the best quality of work from your team.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A Supervisor of Mechanics may use this ability when reading and comprehending emails that require action, such as sending a specific expense report or employee to a job site.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** A Supervisor of Mechanics may use this ability in the preparation of job orders.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** A Supervisor of Mechanics may use this ability when resolving a conflict over overtime by creating a tracking sheet and list for offered overtime and those employees who agreed to work versus those who could not work those hours.

**Coaching & Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. **Example:** A Supervisor of Mechanics may use this ability when working with skilled craftsmen to ensure that safety and regulations are being followed at job sites.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. **Example:** A Supervisor of Mechanics may use this ability when assuring that code compliance is a priority by focusing on safety, such as maintaining a job site that is free and clear of sharp objects, debris, or tripping hazards.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. **Example:** A Supervisor of Mechanics may use this ability in terms of requiring skilled craftsmen to work well together on assignments and determine appropriate crew members to assign tasks and work groups.

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 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 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(s), 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(s), exam number(s), 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: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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://www1.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 first date of the multiple-choice test.

#### **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:**

If you have the experience listed below, you may be considered for promotion to positions requiring this 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 appointment.

**Selective Certification for Traffic Signal and Intelligent System Hardware Construction Experience (TSE) (for the Department of Transportation only):** At least two (2) years of full-time satisfactory electrical experience, including at least one (1) year of experience supervising electricians in traffic signal construction and the installation of Intelligent Transportation System (ITS) such as cameras, sensors, etc. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Roadway Lighting Construction Experience (RLC) (for the Department of Transportation only):** At least two (2) years of full-time satisfactory electrical experience, including at least one (1) year of experience supervising electricians in roadway lighting. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**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.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email sent to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**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/dcass](http://nyc.gov/dcass) 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. 90774; The Skilled Craftsman and Operative Service.

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