



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS SECTION  
18 WASHINGTON STREET  
NEW YORK, NY 10004

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**ASSISTANT UNIVERSITY ENGINEER (MECHANICAL)  
Exam. No. 8063  
(For The City University Of New York Only)**

**WHEN TO APPLY:** From: February 3, 1999      APPLICATION FEE: \$40.00  
To: February 23, 1999      Payable only by money order to D.C.A.S. (DOP)

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, May 15, 1999.**

**WHAT THE JOB INVOLVES:** At Assignment Level I: Assistant University Engineers (Mechanical), under supervision, perform mechanical engineering work of limited difficulty and responsibility; may supervise subordinate employees; and perform related work.

Some of the physical activities performed by Assistant University Engineers (Mechanical) and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for extended periods of time; working in confined areas; distinguishing colors; opening manhole covers; wearing hard hats and respirators for manhole inspections; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(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 \$37,778 per annum for Level I. As of April 1, 1999, the minimum salary will be \$39,289 per annum for Level I. For Level II the salary will be \$46,639. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Education and Experience Requirements:** By the **last day of the Application Period** you must have:

1. A Bachelor's degree in mechanical engineering from an accredited college and two years of full-time satisfactory experience in mechanical engineering work; or
2. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of six years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a bachelor's degree in mechanical engineering.

A master's degree in mechanical engineering from an accredited college may be substituted for one year of the mechanical engineering experience required above.

You may be given the test before we check your qualifications.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City University of New York.

**REQUIRED FORM(S):**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3 & B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (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 listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a multiple-choice test. 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 test. The multiple-choice test may include questions on mechanical engineering principles including heating, ventilation, air conditioning, mechanical and machine design; materials; physics; mathematics; cost estimation; safety; drawing interpretation; drafting; principles of supervision; and other related areas.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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.

**ADDITIONAL INFORMATION:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Vice Chancellor for Faculty and Staff Relations.

**SPECIAL TEST ACCOMMODATIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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**The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City University of New York  
An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/  
Americans with Disabilities Act Employer

CUNY Title Code No. 04823

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS**