



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR ELEVATOR MECHANIC

Exam. No. 6541

WHEN TO APPLY: From: March 7, 2007
To: March 27, 2007

APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 23, 2007.**

WHAT THE JOB INVOLVES: Supervisor Elevator Mechanics, under supervision, direct and are responsible for the work of assigned personnel directed to the maintenance, repair and adjustment of all types of elevators and appurtenant elevator equipment. They assign and schedule work; inspect elevator repair work and check work progress; use electrical and mechanical instruments to check the quality of repairs; estimate cost of materials and repairs; requisition supplies and tools; are responsible for enforcement of safety regulations; are responsible for tool and equipment inventories; make decisions relative to work methods; keep records and make reports; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Supervisor Elevator Mechanics and environmental conditions experienced are: climbing ladders and elevator shafts; moving heavy elevator parts; carrying heavy tool boxes; crawling and working in narrow spaces; walking up and down stairs, 25 floors or more, in high-rise buildings; and working in the vicinity of live electrical circuits and moving elevators.

(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 \$33.80 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Elevator Mechanic; and
- (2) is not otherwise ineligible.

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

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 an application. If you are marked "Not Eligible," 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.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

REQUIREMENT TO BE PROMOTED:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of promotion. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

THE TEST: You will be given a multiple-choice test. 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 Written Test Description: The multiple-choice test may include questions on: codes, materials, tools, preventive maintenance, principles of supervision, current elevator practices, mathematical computations, comprehension of technical literature, prioritizing tasks, transmitting data, maintaining records, preparing written instructions, safety, 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 which require the use of any of the following abilities: clear expression of ideas in writing and use of good grammatical form; establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources; utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates; establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; action that indicates an awareness of the impact and the implications of decisions on other components of the organization; actions that indicate a consideration for the feelings and needs of others; identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems; developing alternative courses of action and making decisions based on logical assumptions that reflect factual information; readiness to make decisions, render judgments, take action, or commit oneself; and demonstrating knowledge of the meaning of technical/professional terminology used on the job.

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, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

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 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 promotion when your name is reached on the eligible list.

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 of the multiple-choice test.

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."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 90769; Skilled Craftsman and Operative Service.

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