



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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

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

## SUPERVISOR OF MECHANICAL INSTALLATIONS AND MAINTENANCE

Exam. No. 7037

**WHEN TO APPLY:** From: December 5, 2007  
To: December 26, 2007

**APPLICATION FEE: \$60.00**  
Payable by mail by money order to DCAS  
(EXAMS) or payable online by credit card,  
bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, March 29, 2008.**

**WHAT THE JOB INVOLVES:** Supervisors of Mechanical Installations and Maintenance oversee the installation, alteration, repair and maintenance of mechanical equipment and/or systems in assigned publicly owned, subsidized or regulated facilities, structures and their immediate grounds. Under supervision, they oversee mechanical installations of moderate difficulty; monitor the maintenance and repair of mechanical equipment and systems; and participate in the contracting for and oversight of contracts for mechanical work with contractors/vendors. They may perform similar functions for simple installations, maintenance and repair. May operate a motor vehicle. All personnel perform related work.

Some of the physical activities performed by Supervisors of Mechanical Installations and Maintenance 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; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; 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 \$44,495 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

### HOW TO QUALIFY:

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

A four-year high school diploma or its educational equivalent, and one of the following:

1. Four years of full-time satisfactory experience in the installation, repair and/or inspection of mechanical equipment in the areas of heating, ventilation, air conditioning, elevators, and/or plumbing in buildings, facilities, structures and grounds, at least two years of which must have been experience in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet; or
2. A satisfactory combination of education and experience that is equivalent to the four years of experience required in "1" above. College education leading to a baccalaureate degree in engineering or engineering technology may be substituted for the required experience in "1" above on the basis of 5 semester credits for two months of experience. However, to qualify candidates must have at least two years of the required experience as described in "1" above in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Experience which is primarily of a janitorial, tenant relations or rent collection nature, or as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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

**English Requirement:** You 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 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 a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A and 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 directly to the Department of Citywide Administrative Services 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 the installation, maintenance and repair of mechanical equipment for heating, ventilation, air conditioning and plumbing; job related mathematics; safety; contracts; plans; specifications; payments and change orders; principles of supervision including planning, organizing, and monitoring work assignments; 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, 1 Centre Street, 14th 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 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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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 on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**SPECIAL ARRANGEMENTS:**

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) **online**, follow the onscreen instructions, or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

---

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. 34221; Building Installations and Maintenance Supervisory 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)