



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 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**

MASON'S HELPER
Exam. No. 0078

WHEN TO APPLY: From: **June 6, 2001** **APPLICATION FEE: \$45.00**
 To: **June 26, 2001** *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 October 20, 2001.**

WHAT THE JOB INVOLVES: Mason's Helpers under direct supervision, assist bricklayers and cement masons in the preparation and finishing of cement, concrete, brick, tile and other masonry work to grade and contour; serve mortar, stone, tile, refractory, concrete and other materials to bricklayers or cement masons; lay out tools and equipment for starting jobs; clean working areas, machines, tools, scaffolds and other related equipment; mix cement, concrete and mortar; operate power driven machines and tools; and perform related work.

Some of the physical activities performed by Mason's Helpers and environmental conditions experienced are: working in extreme temperature conditions (hot or cold); working in wet ground areas; carrying heavy tools and refractory materials; and working in the vicinity of biohazards.

(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 \$24.64 per hour. 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 DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. Three years of full-time satisfactory experience as a mason's helper, or
2. At least one and one-half years of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade, vocational or technical high school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade, vocational or technical high school.

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

License Requirement: At the time of appointment you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Residency: You must be a City resident within 90 days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some City agencies do not require City residency, consult the **appointing agency's personnel office** at the time of appointment interview to find out if City residency is required. If you are required to be a City

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resident, you must maintain City residency as a condition of employment.

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 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, the examination title and number in the box at the top right side of the cover page. 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: scaffolding and related rigging; laying out tools and equipment; cleaning work areas and related equipment; mixing of materials used by bricklayers and cement masons; operation and use of manual and power tools employed in bricklaying and cement masonry; recognition of hazardous conditions and implementation of safety measures; 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 written 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 Commissioner.

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."

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. 92225; Skilled Craftsman and Operative Service.

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas