



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)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**OILER**  
**Exam. No. 3033**  
**(For City Agencies Only)**

**WHEN TO APPLY:** From: February 4, 2004      **APPLICATION FEE: \$60.00**  
To: February 24, 2004      *Payable only by money order to D.C.A.S.*  
*(EXAMS)*

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday May 15, 2004.**

**WHAT THE JOB INVOLVES:** Oilers, under direct supervision, are responsible for the lubrication of power plant, pumping and/or construction equipment. Some of the tasks performed by Oilers are: lubricate and clean pumps, engines, blowers, compressors, motors, gears, ejectors and other operating equipment; read meters, gauges and other operating equipment; assist in the operation, maintenance and repair of this equipment; keep logs; operate lubricant filtering and purifying equipment; maintain lubricant inventory and perform related work.

Some of the physical activities performed by Oilers and environmental conditions experienced are: use vision to read small numbers and markings on gauges and equipment; use vision and hearing to avoid injury from overhead piping and rotating machinery; communicate orally in a noisy working environment; climb stairs, ladders and over equipment; stand upright for extended periods of time; walk over wet and slippery concrete surfaces; work in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; work in confined areas and under piping which may be dusty and dark; lift objects weighing up to 60 pounds and may operate a motor vehicle in the performance of assigned duties.

(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 \$30.49 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms 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 in the lubrication, maintenance, and repair of mechanical equipment; or
2. One and one-half years of experience as described in "1" above plus graduation from an approved trade, technical, or vocational high school or completion of an approved internship program; or
3. One year of experience as described in "1" above plus an associate degree from an accredited school in mechanical technology.

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

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

position if the appointing agency requires City residency and:

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

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

#### **DRIVER LICENSE REQUIREMENT:**

**For Department of Transportation and Department of Sanitation only:** At the time of appointment you must possess a motor vehicle driver license valid in the state of New York and must maintain your New York State Driver license for the duration of your employment. Serious moving violations, license suspension or accident record may disqualify.

**For Department of Transportation only:** You will be required to obtain a New York State Class B Commercial Driver License with no restrictions, within ninety days of appointment. This New York State Class B Commercial Driver License with no restrictions must be maintained for the duration of your employment. If you fail to obtain your New York State Class B Commercial Driver License you will be terminated.

**Medical Requirement (for Department of Transportation and Department of Sanitation only):** Medical guidelines have been established for the position of Oiler. Candidates will be examined to determine whether they can perform the essential functions of the position of Oiler. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or perform the essential functions of the job.

**Drug/alcohol Screening Requirement (for Department of Transportation and Department of Sanitation only):** You must pass a drug/alcohol screening in order to be appointed.

#### **REQUIRED FORMS:**

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.

Education and experience will not be found acceptable unless it is verifiable.

3. **Foreign Education Fact Sheet (required only if you need credit for your foreign education to meet 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 Administration 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 lubrication and maintenance of power plant, pumping and construction equipment; proper application of lubricating greases and oils; proper use of tools and lubricating devices; safety; reports; basic mathematics; standards of proper employee ethical conduct; 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 pass the multiple-choice test and meet the education and experience requirements, 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:**

This examination is for positions with City agencies only. If you would like to apply for Oiler (CUNY) you must submit a separate application and fee for Exam. No. 3058 from February 4, 2004 through February 24, 2004.

**Selective Certification 1: (For New York City Police Department only):** If at the time of appointment, you have a Driver License valid in the State of New York, you may be considered for appointment to positions in NYPD 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 instructions given to you 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 New York State Driver License for the duration of your employment.

**Selective Certification Drug/Alcohol Screening Requirement: (for NYPD only):** You must pass a drug/alcohol screening in order to be appointed.

**Selective Certification 2: (for Department of Sanitation only):** If at the time of appointment, you meet the qualification requirements listed below, you may be considered for appointment to positions requiring these qualifications in the Department of Sanitation through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions in the Department of Sanitation requiring these qualifications. Follow instructions given to you on the day of the test to indicate your interest in such Selective Certification.

The eligible list resulting from this examination may be selectively certified to fill positions in the Department of Sanitation which require the following by the date of appointment:

1. At least 2 years experience working as an oiler on heavy construction equipment, including cranes; and
2. A New York State Class B Commercial Driver License, with no restrictions. Serious moving violations, license suspension, or accident may disqualify. This license must be maintained for the duration of employment.

**Selective Certification Drug/Alcohol Screening Requirement: (for Department of Sanitation only)** You must pass a drug/alcohol screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment.

**Selective Certification Medical Requirement:** Medical guidelines have been established for the position of Oiler; Candidates who request Selective Certification 1 and/or 2 will be examined to determine whether they can perform the essential functions of the position of Oiler; Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or perform the essential functions of the job.

Follow instructions given to you on the day of the test to indicate your interest in such Selective Certification.

**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. 91628; Skilled Craftsman and Operative Service.

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