



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION
 EDUCATION AND EXPERIENCE
 TEST
 FOREIGN EDUCATION
 (FACT SHEET)

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

**NOTICE
 OF
 EXAMINATION**

MACHINIST

Exam No. 4027

WHEN TO APPLY: From: December 4, 2013

APPLICATION FEE: \$82.00

To: December 24, 2013

THE TEST DATE: The multiple-choice test is expected to be held on Tuesday, March 25, 2014.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Under supervision, Machinists do bench, general shop and outside machinist's work. They set up and operate machine shop equipment and tools, such as engine lathes, shapers, milling machines, drill presses, planers and grinders; use tools and instruments required for machinist's work; do outside machinist's work in the inspection, overhaul and repair of all types of main and auxiliary stationary power plant, marine propulsion, water and disposal works equipment; maintain, repair, test, overhaul, and replace all types of building systems equipment such as fans, blowers, exhausters, pumps and compressors; fabricate obsolete parts from existing parts or sketches; direct subordinates in the performance of various maintenance and/or repair tasks; prepare reports and requisitions; maintain records and inventories of supplies and materials; and may operate a motor vehicle or other motorized equipment in the performance of assigned duties. All Machinists perform related work.

Some of the physical activities performed by Machinists and environmental conditions experienced are: climbing stairs and ladders; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping when working around structures and taking measurements, and to avoid injury from rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working outdoors in all kinds of weather.

Special Working Conditions: Machinists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$31.37 per hour, for a 40 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn

210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The Computer-based Testing & Applications Centers will be closed on Saturday, December 7, 2013.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: 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.

Education and Experience Requirements:

1. Five years of full-time satisfactory experience as a machinist; or
2. At least two and one-half years of full-time satisfactory experience as a machinist plus sufficient full-time experience as a machinist helper or an apprentice machinist, or training of a relevant nature acquired in a trade, technical or vocational high school approved by a State's Department of Education or recognized accrediting organization, to make up the equivalent of five years of the required experience. Six months of acceptable experience will be credited for each year of helper or apprentice experience or relevant training acquired in an approved trade, technical or vocational high school, up to a maximum of two and one-half years.

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for education which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, **nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.**

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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 INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test: Fill out Sections A1, A3, and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007, to obtain a duplicate notice.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities, skills and technical knowledge that are important to the performance of the tasks of a Machinist. The task areas that will be part of this test are:

Set Up And Operate Machine Tools: Setting up and operation of machine shop equipment and tools such as engine lathes, milling machines, drill presses, and grinders. Using appropriate measuring devices and instruments to perform required functions.

Inspect, Overhaul and Repair: Inspect, overhaul and repair all types of main and auxiliary stationary power plant equipment, marine propulsion equipment and water and disposal works equipment.

Maintain, Repair and Test: Maintain, repair, test, and replace all types of building system equipment such as fans, blowers, exhausters, pumps and compressors.

Fabrication of Parts: Fabrication of obsolete parts from existing parts, sketches and/or drawings.

Preparation of Reports: Preparation of reports and requisitions, and maintenance of records and inventories of supplies and materials.

The test may include questions which require knowledge relating to: building systems and auxiliary equipment; use of machine tools and instruments; safety procedures; mathematics; lubricants; gasket application and materials; lifting equipment; welding; brazing; and heat treating equipment and procedures; standards of proper employee ethical conduct; and other related areas.

In addition the test may also include questions which require the following skills and abilities:

Management of Material Resources: Managing the things needed to accomplish work assignments. Example: A Machinist obtains needed material to fabricate needed replacement parts efficiently and cost effectively.

Time Management: Managing ones own time and the time of others in order to promote effective use of work hours. Example: A Machinist provides specific instructions on needed work output to meet schedules.

Stress Tolerance: Accepting criticism and dealing calmly and effectively with stressful situations. Example: A Machinist uses machinist tools in a safe manner after critical feedback by a supervisor.

Written Comprehension: Understanding information and ideas presented in written format. Example: A Machinist uses manufacturers product literature to help in the fabrication of a needed part.

Written Expression: Communicating information and ideas in written format. Example: A Machinist writes a request for an instrument that the Machinist needs to complete a project.

Updating & Using Relevant Knowledge: Keeping up to date technically and applying the knowledge to the job. Example: A Machinist reads a specification for a new tool and uses the new tool to complete his assignment.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take a qualifying practical test. In the qualifying practical test, you may be required to demonstrate knowledge and skill in the production of a work sample from a sketch. A score of at least 70% is required to pass the qualifying practical test.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS: If you meet the education and experience requirements, pass the multiple-choice and qualifying practical tests, 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 have moving violations, license suspension(s) or an accident record, you may be disqualified. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice 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.**

Selective Certification for Special Experience (DOT only): If you have at least two years of full-time satisfactory experience in the repair, overhaul, and maintenance of marine propulsion engines rated at 1,000 horsepower or higher, and with marine propulsion systems, including shafting, bearings, steering gears and propeller systems, you may be considered for appointment to positions requiring this experience through a process called Selected Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the Department of Transportation at the time of appointment.

Drug/Alcohol Screening Requirement for Selective Certification for Special Experience (DOT only). You must pass a drug 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.

Transportation Workers Identification Card (TWIC) Requirement for Selective Certification for Special Experience (DOT only): You must possess a TWIC issued by the U.S. Transportation and Security Administration at the time of appointment. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for appointment until such process has been completed.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet any of the above requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations -TEEG, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination title and number, your social security number and the selective certification you are requesting on your correspondence.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

SPECIAL ARRANGEMENTS:

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 where you are an officer or employee of the city;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the circumstances that caused you to miss your exam.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92610; Skilled Craftsman and Operative Service.

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