



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

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**BRICKLAYER**  
**Exam. No. 4026**  
**(For Agencies Under the Jurisdiction of DCAS Only)**

**WHEN TO APPLY:** From: **June 1, 2005**      **APPLICATION FEE: \$60.00**  
To: **June 21, 2005**      *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 15, 2005.**

**WHAT THE JOB INVOLVES:** Bricklayers under direction, lay brick and masonry to line and grade in or on a given structure or form of work. They lay brick or masonry units in the particular bond specified for walls and partitions; work with refractory and insulating units for boiler settings and combustion chambers; do fireproofing, block arching, terra cotta cutting and setting; construct brick masonry sewers and manholes; estimate materials required for small jobs; keep job and other records; read and follow plans and specifications; may supervise assigned personnel; and perform related work.

Some of the physical activities performed by Bricklayers and environmental conditions experienced are: crouching, working in confined spaces, using hand tools, carrying tools and equipment weighing up to 50 lbs., and 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 \$31.73 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**. 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:

1. Five years of full-time satisfactory experience as a Bricklayer; or
2. At least three years of experience as described in "1" above and sufficient bricklayer apprentice experience or training in the bricklaying field acquired in an approved trade, technical or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of the above experience or training.

You may be given the test before we check 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 your test paper(s) will not be rated.

**Residency Requirement:** You must be a City resident within ninety 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 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:** 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 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.

**READ CAREFULLY AND SAVE 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, B and C. 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: basic masonry materials; construction, maintenance and repair; ability to read and interpret plans and sketches; proper proportions of concrete and mortar mixes; proper and safe work practices and proper use of bricklaying tools; 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 Motor Vehicle Driver License (FOR THE NYC HOUSING AUTHORITY ONLY):** 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 in NYCHA, all of which require this driver 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 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. This requirement may be met at any time during the duration of the list. If you will meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations- UTEG, 1 Centre Street, New York, NY 10007. Please include the examination number and your social security number on your correspondence.

**Selective Certification for Commercial Driver License: (FOR THE NYC DEPARTMENT OF TRANSPORTATION ONLY):** If you have either (1) a Class B Commercial Driver License valid in the State of New York with no restrictions; or (2) a motor vehicle driver license valid in the State of New York and a learner's permit for a Class B Commercial Driver License valid in the State of New York with no restrictions, you may be considered for appointment to positions in the NYC Department of Transportation, all of which require this driver license, through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Eligibles who qualify under (2) above will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no restrictions within ninety days of appointment. 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 Class B Commercial Driver License for the duration of your employment. This requirement may be met at any time during the duration of the list. If you will meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination - UTEG, 1 Centre Street, New York, NY 10007. Please include the examination number and your social security number in your correspondence.

You must pass a drug screening in order to be appointed to the NYC Department of Transportation.

This examination is for agencies under the jurisdiction of DCAS only and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Bricklayer in HHC you must submit a separate application and fee for Exam. No. 5007 which also has filing from June 1, 2005 through June 21, 2005.

**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. 92205; Skilled Craftsman and Operative Service.

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