



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

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO BRICKLAYER**

**Exam. No. 3526**

**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:** Practical test expected to start on **Monday, June 7, 2004.**

**WHAT THE JOB INVOLVES:** Under direction, Bricklayers lay brick and masonry to line and grade in or on a given structure or form of work; 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 while 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 you are eligible to take this examination, refer to the "Required Forms" section below for the form that you must fill out. Return the completed form 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.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services and to each employee of the New York City Health and Hospitals Corporation who on the first day of the practical test:

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Mason's Helper or Cement Mason; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with your agency's personnel office. If you are marked "Not Eligible", your application fee will not be refunded and your test will not be rated.

You may be given the test before a review of your eligibility.

The admission of employees in the title of Mason's Helper and Cement Mason is on a collateral basis and applies to this examination only. This is not to be considered a precedent for future examinations.

**DRIVER LICENSE REQUIREMENT: (FOR DEPARTMENT OF TRANSPORTATION ONLY)**  
 At the time of promotion eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify.

You will be required to obtain a New York State Class B Commercial Driver License with no restrictions,

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

within ninety days of promotion. 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.

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

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIRED FORM:**

**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.

**THE TEST:** You will be given a practical test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. For employees who are eligible to take this examination under the jurisdiction of HHC, your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with HHC in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

In the practical test, candidates may be required to demonstrate knowledge and skill in basic masonry construction using brick, block and mortar and performing other bricklaying tasks; proper and safe work practices; proper use of bricklaying tools and equipment; 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 practical test and are marked eligible, 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:**

**List Termination (For the NYC Health and Hospitals Corporation Only):** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Corporation.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the Practical test.

**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."

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**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 and The New York Health and Hospitals Corporation are Equal Opportunity Employers.

Title Code No. 92205; Skilled Craftsman and Operative Service.

New York Health and Hospitals Corporation Title Code No. 922050

**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)**

