



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

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**SUPERVISOR PAINTER**  
**Exam. No. 1065**  
**Amended Notice (September 26, 2001)**

**WHEN TO APPLY:** From: **October 1, 2001**      **APPLICATION FEE: \$60.00**  
To: **October 12, 2001**      *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** Multiple-choice test expected to be held on **Saturday, December 15, 2001.**

The Notice of Examination is amended to reopen filing period from October 1, 2001, through October 12, 2001.

**WHAT THE JOB INVOLVES:** Under general supervision, Supervisor Painters supervise, direct and are responsible for the work of painters and other assigned personnel in inside and outside painting of a general nature including all coats, filling, priming, matching colors and mixing paints; assign and lay out work for painters; inspect and check work progress in all stages of completion; examine the work of contractors, evaluate adherence to contract specifications and direct changes to conform to the contract; select proper type of ladder, scaffold, or platform for any particular job; take off quantities from plans and specifications; requisition required materials and equipment; keep records and make reports; and perform related work.

Some of the physical activities performed by Supervisor Painters and the environmental conditions experienced are: Unsanitary conditions; lifting heavy objects; standing for extended periods of time; walking, climbing, and stooping; exposure to chemical and bio hazards; low and high temperature conditions; and working at various heights.

(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 \$31.14 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. Six years of full time satisfactory experience as a painter acquired within the last fifteen years, one year of which must have been spent performing the duties of a supervising painter; or
2. Not less than four years of such experience plus sufficient training of a relevant nature acquired in an approved trade 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 approved trade or vocational school. However, all candidates must have at least one year of experience as a supervising painter acquired within the last fifteen years.

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 position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or

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(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:** 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 Section 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: ensuring that work meets professional standards; conducting surveys; assigning and laying out work for painters; selecting the proper equipment for the job; reviewing plans and /or color schedules; determining the materials, equipment and personnel needs for future jobs; job related calculations; identifying safety hazards; 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:**

**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.

**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 alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

**COMMENTS**

**Supervisor Painter**

**EXAM. NO. 1065**

Filing: September 5, 2001, through September 25, 2001.

This Notice of Examination is being compared to the previous Notice of Examination: Supervisor Painter Exam. No. 7205, filing dates March 2, 1988 to March 22, 1988 and the class spec. dated 8.26.98.

1. WHAT THE JOB INVOLVES: There are no changes from the class spec.
2. TEST DESCRIPTION: Eliminated the essay part of the examination.
3. This examination is administered for the City agencies.
4. Meetings have taken place and telephone conversations have been held between the following people regarding this Notice of Examination.

Joseph Alonzo, Classification, New York City Housing Authority.  
Charles Schwarz, UTEG, Department of Citywide Administrative Services.

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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.**

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