



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

REQUIRED FORM
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING SUPERINTENDENT OF MAINTENANCE

Exam. No. 8583

WHEN TO APPLY: From: **June 3, 2009**
 To: **June 23, 2009**

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 12th, 2009.**

WHAT THE JOB INVOLVES: Supervising Superintendent of Maintenance is a class of positions that encompasses responsibilities for directing, overseeing, planning and coordinating the installation and maintenance of traffic and parking control devices and/or the manufacture and repair of such devices.

There are two assignment levels within this class of positions. **At Assignment Level I:** Supervising Superintendents of Maintenance, oversee supervisory staff directing the installation and maintenance of traffic control devices and markings throughout a borough or for a larger zone; plan and schedule work crews, borough-wide or for a larger zone; prepare budget estimates; plan parts and equipment needs; requisition needed supplies; coordinate work crew vehicle usage; allocate vehicles and equipment among work crews; prepare reports and maintain records including absence control and performance evaluations; oversee the fabrication, salvage and recycling of traffic control devices, including the lettering of signs, to meet the needs of a borough or larger zone; oversee the repair and maintenance of parking control devices, including coin-operated meters, on a borough-wide basis or for a larger zone; operate a motor vehicle; and all Supervising Superintendents of Maintenance perform related work.

Some of the physical activities performed by Supervising Superintendents of Maintenance and environmental conditions experienced are: curbside walking to inspect parking meters and other traffic control devices; bending and stooping during inspections; climbing ladders to oversee and/or inspect, remove and/or replace traffic control devices; driving to and from city locations; carrying materials and tools weighing up to 40 pounds; operating all kinds of hand and motorized tools; working in high-traffic locations; and working outdoors in all kinds of weather.

Special Working Conditions: Supervising Superintendents of Maintenance may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$59,468 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form(s) that you must fill out. Return all completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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 who **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Supervisor of Traffic Device Maintainers or for the title of Senior Superintendent of Maintenance; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, Section 55-A, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

fee will not be refunded and you will not receive a score.

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 an eligible title or your name must appear on a Preferred List for an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIREMENT TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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.

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, New York, NY 10007, to obtain a duplicate card.

THE TEST:

You will be given a multiple-choice 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 multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 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. 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.

The multiple-choice test may include questions on principles of supervision including planning, organizing, and scheduling, job related mathematics, written communication, reading comprehension, and record keeping; directing supervisory staff; directing the installation and maintenance of traffic control devices and markings; estimating time and material usage; standards of proper employee ethical conduct, including provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

THE TEST RESULTS:

If you pass the multiple-choice 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your department's Human Resources representative 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 become eligible after the above application period, but on or before the date of the multiple-choice 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, and you are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, follow the instructions included with the "Application for Examination."

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;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
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 Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91350; Miscellaneous Occupational Group.

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