



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

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

RUDOLPH W. GIULIANI  
Mayor

WILLIAM J. DIAMOND  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO MAINTENANCE WORKER  
Exam. No. 9565  
New York City Housing Authority**

**WHEN TO APPLY:** From: November 3, 1999      **APPLICATION FEE:** \$40.00  
To: November 23, 1999      *Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Maintenance Workers, under direct supervision, assist in the routine maintenance, operation and repair of public buildings and structures and the equipment they contain; and perform related work.

Candidates appointed to this title may be required to work shifts including nights and weekends on a rotating basis.

(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 \$18.90 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(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Housing Authority who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the competitive class title of Housing Caretaker or the labor class title of Caretaker (Housing Authority); and
- (2) is not otherwise ineligible.

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.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A. Three years of full-time satisfactory experience as a mechanic, journeyman, or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; or
- B. At least two years of the experience as described in "A" above and sufficient training of a relevant nature acquired in an approved trade, technical, or vocational high school to make up the equivalent of three years of acceptable experience. Six months of acceptable experience will be credited for each year of approved trade, technical or vocational school.

Janitorial experience is not acceptable.

The education and experience requirements must be met **by the last day of the application period**.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section and

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

you must be permanently employed in such title at the time of promotion.

**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.
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, A.1, 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 an education and experience test. Your score on this test will be used to determine your place on an eligible list. You will receive a score of 70 points for meeting the eligibility and education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory experience as a mechanic, journeyperson, or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings you will receive an additional:

- (A) 10 points for at least one year but less than two years of experience; or
- (B) 20 points for at least two years but less than three years of experience; or
- (C) 30 points for at least three years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the education and experience requirements will not be given additional credit. Experience must be obtained by **the last day of the Application Period**.

**THE TEST RESULTS:** If you are marked eligible and if you are found qualified, 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:**

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**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.

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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 Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The City of New York is an Equal Opportunity Employer.  
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**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [www.ci.nyc.ny.us/html/dcas/home.html](http://www.ci.nyc.ny.us/html/dcas/home.html)**