



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SENIOR MOTOR VEHICLE SUPERVISOR Exam. No. 6527 (For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: February 7, 2007 **APPLICATION FEE: \$45.00**
To: February 27, 2007 *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, June 9, 2007.**

WHAT THE JOB INVOLVES: Senior Motor Vehicle Supervisors, under direction, supervise automotive servicing operations of a departmental garage and/or a facility, and/or are responsible for the dispatching of the personnel, motor vehicles and equipment assigned to a large garage and/or a facility. They direct the storage, maintenance and minor repairs of motor vehicles and mobile equipment used by a department; may direct major repairs; direct the assignment and training of a large number of persons engaged in motor vehicle operation, storage, maintenance, and repairs, and in related record keeping; schedule or supervise the scheduling of subordinate personnel in servicing, repairing and storing automotive vehicles; act as a consultant within the department, or assist a departmental engineer in developing policies and procedures, in relation to motor vehicle and mobile equipment activities; review the utilization of motor vehicles and equipment by the different divisions of a department to determine efficient schedules of storage and servicing, and economical employment of facilities and/or garage personnel; supervise the investigation of complaints relating to motor vehicle servicing, dispatching, or repairs; supervise the keeping of records relating to motor vehicles and mobile equipment, and initiate or review requisitions for needed supplies and automotive servicing equipment; draft specifications, and deal with vendors, for the purchase, repair, or modification of equipment; exercise responsibility over the maintenance of garage and/or parking facilities in a clean and safe condition, with attention to the provision and operating condition of required fire safeguards; investigate accidents in which assigned vehicles have been involved; prepare and review accident reports; may dispatch and route or supervise the dispatching and routing of vehicles of a department; may instruct employees in the operation of specialized motor equipment, such as wreckers and heavy trucks or schedule such instruction with departmental trainers; drive motor vehicles; and perform related work.

Some of the physical activities performed by Senior Motor Vehicle Supervisors and environmental conditions experienced are: working on or walking on wet concrete surfaces; working outdoors; working in areas where there may be fumes and odors of fuel and lubricants; lifting heavy objects; being alert, using vision and hearing to avoid injury from moving parts; reading fine print; and communicating orally in a noisy working environment.

(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 \$40,544 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" 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**. 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 Motor Vehicle Supervisor; 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 if you are eligible, check with **your agency's personnel office**. 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 fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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. Additionally, you must have served permanently in the 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.

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.

REQUIREMENTS TO BE PROMOTED:

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

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 Written Test Description: The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Senior Motor Vehicle Supervisor. Task categories which may be tested are as follows: Forms and Reports; General Administrative and Clerical duties; Supervisory duties relating to Vehicle Maintenance and Repairs; Vehicle Condition/Inspection; Training of Subordinates; Work Assignments/Trips and Routes; and other related Miscellaneous duties.

The test will include questions which may require mastery of technical knowledge based on such materials as New York City Geography/Map; Rules, Regulations, Standard Operating Procedures, Directives, Memos and Guidelines governing Clerical and Administrative functions; Procedures needed to perform Minor Repairs and Preventive Maintenance of Vehicles and Equipment; Time and Leave; Vehicle and Equipment Safety Procedures and Guidelines; Work Site Procedures; Safety Procedures relating to City, State, Federal and Agency guidelines such as OSHA, Material Safety Data Sheet (MSDS); EEO Guidelines; Rules and Regulations concerning Vehicle Operation and Maintenance, Accident Reporting and Recording Procedures; New York State Vehicle & Traffic Laws; Motor Vehicle Supervisor's Task and Standards; Standards of Proper Employee Conduct; and Mayor's Executive Order No. 16 of 1978, as amended.

The test will include questions which may require the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

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 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.

ADDITIONAL INFORMATION:

Selective Certification for Commercial Drivers License: If you have a Class B Commercial Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this 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 test to indicate your interest in such Selective Certification. If you are promoted through this 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 meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination-UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Drug Screening Requirement: Candidates who are considered for promotion to positions through the above Selective Certification must pass a drug screening in order to be promoted.

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 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, 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 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. 91233; Motor Vehicle Operation Occupational Group

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