

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 7, 2017, Friday, November 10, 2017, and Saturday, November 11, 2017.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. Five years of full-time satisfactory experience as a machinist in the repair and maintenance of internal combustion automotive engines and component parts; or
2. At least two and one-half years of full-time satisfactory experience as described in "1" above, plus sufficient full-time experience as a machinist helper or an apprentice machinist, or training or education of a relevant nature acquired in an approved trade school, technical school or vocational high school, to make up the equivalent of the remaining required experience.

The apprenticeship must be recognized by the New York State Department of Labor, the U.S. Department of Labor or any apprenticeship council which is recognized by the U.S. Department of Labor. The technical school, trade school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization.

Each year of helper or apprentice experience, or approved training or education is equivalent to six months of satisfactory experience up to a maximum of two and one-half years of satisfactory experience.

The education requirement must be met by January 31, 2018. The experience requirement must be met by the last day of the Application Period (November 21, 2017).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will **not** receive credit for education which you obtain after **January 31, 2018** or experience which you obtain after the end of the Application Period (**November 21, 2017**).

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

English Requirement: You 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 INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.3, B, and C.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Auto Machinist. Task areas to be tested are as follows: basic principles and research regarding automotive machines; operation and repair of automotive machines; record keeping; and other related areas.

The multiple-choice test may include questions on acceptable tolerance; appropriate use of tools, measuring devices, equipment, and fluids; taking measurements; order of operation; proper safety practices; and other related areas.

The multiple-choice test may include questions which may require the use of any of the following abilities:

Written Expression: using English words or sentences in writing so that others will understand. Example: An Auto Machinist may use this ability when maintaining records of daily work activities.

Memorization: remembering information, such as words, numbers, pictures and procedures. Example: An Auto Machinist may use this ability when applying referenced specifications in the replication of a workpiece.

Problem Sensitivity: being able to tell when something is wrong or likely to go wrong. Example: An Auto Machinist may use this ability when determining whether it is cost efficient to replace or repair parts.

Mathematical Reasoning: understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. Example: An Auto Machinist may use this ability when determining the appropriate measurements for specific parts.

Number Facility: adding, subtracting, multiplying and dividing can be done quickly and correctly. Example: An Auto Machinist may use this ability when using measurement tools throughout an assignment.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. Example: An Auto Machinist may use this ability when determining if engine and engine parts meet manufacturer specifications.

Inductive Reasoning: combining separate pieces of information or specific answers to problems to form general rules or conclusions. Example: An Auto Machinist may use this ability when drawing conclusions about whether the condition of a part can be repaired or reconditioned.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. Example: An Auto Machinist may use this ability when starting and stopping heavy machinery.

Spatial Orientation: telling where you are in relation to the location of some object or telling where the object is in relation to you. Example: An Auto Machinist may use this ability when operating auto repair power equipment.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. Example: An Auto Machinist may use this ability when working with drawings, diagrams, manuals, and blueprints.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

There will also be a qualifying practical test. Candidates who pass the multiple-choice test will be scheduled to take the qualifying practical test. In the qualifying practical test, you may be required to read plans and specifications and fabricate a work sample. A score of at least 70% is required to pass the qualifying practical test.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test and the qualifying practical test, 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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Commercial Driver License: If you have a Class B Commercial Driver License that is valid in the State of New York with no restrictions which would preclude performance of Auto Machinist work, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you have moving violations, license suspension(s) or an accident record, you may be disqualified from this 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 multiple-choice test to indicate your interest in such Selective Certification. Your license will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your Class B Commercial License for the duration of your employment.

Drug Screening Requirement: Candidates who are considered for appointment to positions through the above Selective Certification must pass a drug screening, and if appointed, will be subject to random drug and alcohol tests for the duration of their employment.

If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, and your social security number on your correspondence.

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.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92505; Skilled Craftsman and Operative Service.

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