The City University of New York Announces
An Open Competitive Civil Service Examination for:

Auto Mechanic (CUNY)

Exam #1091

STARTING SALARY
$60,260 Annually

Written Test Date: Saturday, June 17, 2006

Filing Period Opens: Monday, May 1, 2006
Filing Period Closes: Friday, May 26, 2006 -- Applications must be received by (not postmarked by) this date.

Filing Fee: A $60 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

General Description of the Job

Under supervision, this position overhauls, repairs and maintains engines and component assemblies used in automotive and construction activities and all other equipment powered by internal combustion engines; and performs related work. Examples of typical work tasks include:

1. Acts as a "trouble shooter" in determining mechanical and electrical problems through the use of diagnostic equipment as necessary.
2. Makes minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power.
3. Overhauls and makes repairs to internal combustion engines, brake systems, automatic and manual transmissions, ignition systems, electronic systems, differential assemblies and fuel systems.
4. Aligns wheels and repairs steering equipment.
5. May make minor auto body repairs.
6. May transmit orders to other assigned personnel as needed.
7. Supervises and is responsible for the work of other assigned personnel.
8. Trains other related personnel in the performance of various maintenance and/or repair tasks.
9. Follows all appropriate safety procedures in the performance of assigned tasks.
10. prepares reports, cost estimates of work and orders, and maintains records and inventories of supplies and materials.
11. May be required to utilize a computer to access job related information.
12. Operates motor vehicles or equipment in the performance of assigned duties.

Physical Description of the Job

As part of the job, you may be required to:

1. Quickly make coordinated movements of one hand, a hand together with its arm, or two hands to grasp, manipulate, or assemble objects.
2. Bend, stretch, twist, or reach out with your body, arms, and/or legs.
3. Detect or tell the difference between sounds.
4. Quickly and repeatedly make precise adjustments in moving the controls of a machine or vehicle to exact positions.
5. Keep your hand and arm steady while making an arm movement or while holding the arm and hand in one position.
6. Make precisely coordinated movements of your fingers of one or both hands to grasp, manipulate, or assemble very small objects.
7. Match or detect differences between colors, including shades of color and brightness.
8. Exert maximum muscle force to lift, push, pull, or carry objects.
9. See details of objects at a close range (within a few feet).
10. Quickly respond (with the hand, finger, or foot) to one signal (sound, light, picture, etc.) when it appears.
11. Make fast, simple, repeated movements of your fingers, hands, and wrists.
12. Focus on a single sound in the presence of other distracting sounds.
13. Tell the direction from which a sound originated.

The Selection Process

The general steps in the selection process are as follows:

Step 1. Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on Jobs at CUNY, then Civil Service Exams). ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED. Access the Exams Xpress system from this page and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office.

Step 2. Meet the minimum qualifications for appointment to the title (see the next section).

Step 3. Take and pass the written test.

Step 4. After passing the written test, you may view your score in the Exams Xpress system once your final banded score has been calculated.

Step 5. A CUNY Certified List of Eligibles will be established for the title.

Step 6. If qualified, you may be invited for an interview by a college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

Your final banded score will be determined by the grade you receive on the Written Test component and the veteran preference credit/legacy credits you receive, if any. Your final banded score will determine the order in which you are certified from the eligible list for vacancies that come up. The City University of New York reserves the right to refer only a sufficient number of eligibles to meet the current and near-term staffing needs. The Civil Service certified list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the Auto Mechanic (CUNY) Title

General Instructions:

By the close of the filing period (Friday, May 26, 2006), you must:

1. Accurately complete and submit all of the information requested of you by the Exams Xpress system; Note: It is your responsibility to update your point of contact information in your Exams Xpress account if you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or email address.
2. Attest to the accuracy of the information you provided at the end of your application process session;
3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;
4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, Attn: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815. Do not return your paper application packet to a CUNY college or any CUNY office. Applications must be received by (not postmarked by) the closing date (Friday, May 26, 2006);
5. Pay the non-refundable filing fee of $60 via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, ATTN: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815;
6. Pass the minimum qualifications evaluation;
7. Submit all supporting documentation of your claims of veterans preference credit or legacy credit;
8. Submit all supporting documentation of your requests for disability accommodation during the written test (if applicable); and
9. Submit all supporting documentation of your requests for an alternate written test date due to Sabbath observance (if applicable).
Filing Fees:

Submission of fees will not be accepted after the close of the filing period. You must pay the filing fee. You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to The City University of New York or CUNY in care of CPS (See Step 5 above). The filing fee will not be waived or refunded under any circumstances. We cannot accept personal checks.

Specific Qualifications:

By the close of the filing period (Friday, May 26, 2006), you must:

1. Possess the following:
   - Five (5) years of full-time satisfactory experience as an auto mechanic acquired within the last ten (10) years;
   - OR
   - NOT LESS than three (3) years of full-time satisfactory experience as an auto mechanic (as specified in bullet one (1) above) acquired in the last ten (10) years PLUS relevant education acquired in an approved trade or vocational high school to make up the equivalent of five (5) years of acceptable experience.
   (NOTE: Six (6) months of acceptable experience will be credited for each year of relevant education.)
   - OR
   - Education and/or experience equivalent to the first or second bullet above; however, all applicants must have at least three (3) years of full-time satisfactory experience as an auto mechanic acquired in the last ten (10) years.

   Note: Your work experience must have been acquired within the past ten (10) years, and it will be verified by CUNY. CUNY considers full-time work to be 40 hours per week.

2. Demonstrate English language proficiency. Applicants must speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks. English proficiency will be evaluated at the time of interview.

Before being appointed unconditionally, you must:

1. Take and pass the job-related Civil Service Examination that measures critical competencies for the position.
2. Possess a Class B Commercial Driver License (CDL) valid in the State of New York. Employees must maintain the Class B CDL during their employment. Applicants with a CDL Learner’s Permit may be appointed subject to the receipt of a New York State Class B CDL within six (6) months of appointment. There may be certain age requirements to obtain this license.
3. Undergo a background check, including a fingerprint screening and verification of your education and work history.

   Note: Your education and work history will be verified by The City University of New York.

The Written Test (100% of Final Ranked Rating)

It is anticipated that the written test will be administered on Saturday, June 17, 2006. In case of bad weather, please call 866.864.1072 ext. 3245 or 212.794.5672 to learn of any changes to the test administration schedule.

A written test will determine your score. The minimum passing scaled final score is 70. All passing scores will be banded. This examination consists of a multiple-choice assessment of relevant knowledge/skills/abilities (KSAs) and will comprise 100% of final ranked rating:

<table>
<thead>
<tr>
<th>KSA Test</th>
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<td>The written test will consist of multiple-choice questions that evaluate applicants' knowledge, skills, and abilities (KSAs) in the following content areas:</td>
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<tr>
<td>1. Automotive Engine Powertrain Systems</td>
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<tr>
<td>2. Automotive Heating and Cooling Systems</td>
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<td>3. Automotive Electrical Systems</td>
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<td>4. Automotive Fuel Delivery Systems</td>
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<td>5. Automotive Wheels, Brakes, Steering, and Suspension Systems</td>
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<tr>
<td>6. Automotive Tools and Equipment</td>
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<tr>
<td>7. Automotive Mathematics</td>
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<td>8. Safe Work Practices</td>
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The KSA written test raw score comprises 100% of the maximum possible raw score point achievable on the total test. The converted passing score for the written test is 70. Applicants must pass the written test to receiving a passing score in this examination process.

Note: A Test Review Session will not be held for this test since it is anticipated to be administered again within a one-year period.

Special Notes

Release of Test Scores Below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of “60.”

Special Accommodations for Physically or Mentally Challenged Applicants: Accommodations for the written test are available for persons with a verified disability. Applicants or their representative must download a Request for Accommodation form from the Exams Xpress system and ensure that CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) receives it by the close of the filing period (Friday, May 26, 2006). A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. Information regarding applicants’ disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing.

Special Accommodations for Religious Beliefs: Applicants unable to participate in the Saturday written test because of a sincerely held practice of their religious beliefs must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance in order to sit for the written test on an alternate examination date. All requests must be presented to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) by the close of the filing period (Friday, May 26, 2006).

Special Accommodations for Emergency Situations: Emergencies that will not permit you to attend the written test such as:

- Death in the immediate family
- Unforeseen hospitalization
- Military service activation
- Mandated court attendance

must be documented in advance except for hospitalization or a death in the family. An alternative examination date may be scheduled for you if warranted. All requests must be written and mailed directly to CPS Human Resource Services (241 Lathrop Way, Sacramento, CA 95815) received no later than the Monday BEFORE the test date (Monday, June 12, 2006) Tuesday if Monday is a holiday) providing verifiable documentation of the reason. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS Human Resource Services no later than 5 p.m. on the Tuesday after the test date at 866.864.1072 ext. 3245. A determination will be made if you will be scheduled for an alternate test date.

This examination will be prepared and scored in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)*

* = requires Expeditionary Medal

OR in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible

Visit the CUNY website at www.cuny.edu
form and submit it to CPS Human Resource Services, ATTN: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling was killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. For Parent Legacy Credit:
   A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. For Sibling Legacy Credit:
   A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the Exams Xpress system, but must be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate’s name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to CPS Human Resource Services, ATTN: Auto Mechanic CUNY Examination, 241 Lathrop Way, Sacramento, CA 95815. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, prior to eligible list establishment, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:
- Supporting documentation establishing the deceased’s qualifying service must be from an official state or local agency or department such as:
  a. NYS Policemen’s and Firemen’s Retirement System
  b. NYS Worker’s Compensation Board
  c. NY City Police Department
  d. NY City Fire Department
  e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit at 212.794.5424, as the required documentation will be different.

1. Establishing proof of relationship eligibility can be satisfied through the following documents:
   a. Birth certificate
   b. Certificate of adoption
   c. Baptismal certificate
   d. Tax return or other government issued documentary proof to establish “child” status

Definitions:
To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
   a. Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority or other participating employer.
   b. Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.

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Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
   - Having died as the natural and proximate result of an accident sustained in the performance of duty in the service;
   - Did not cause such accident by his own willful negligence; and
   - At the time of such accident was actually a member of the policemen or firemen’s retirement system.

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock that is dependent upon the deceased, a person for whom one stands in loco parentis. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York.
2. Legacy Credit will be added only to the final score of those candidates who pass all parts of the open competitive examination.

Appointment Information

Eligible List -- Once you pass the examination, your name will remain on the certified list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States.

Probationary Period -- Each position is subject to a one-year probationary period following appointment from the CUNY Civil Service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations.

English Requirement -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

Fingerprinting -- If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $75, imposed by the State of New York.)

Background Investigation -- The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Notice to Retirees -- For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

Other

Applicants or their representatives may call CPS Human Resource Services at 866.864.1072 ext. 3245 for further information regarding this examination.

END
CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:  

TITLE: Auto Mechanic (CUNY)  

CODE: 04906 (Competitive)  

DATE: 12/12/00R  

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:  
Under supervision, overhauls, repairs and maintains engines and component assemblies used in automotive and construction activities and all other equipment powered by internal combustion engines; performs related work.

EXAMPLES OF TYPICAL Tasks:  

Acts as a “trouble shooter” in determining mechanical and electrical problems through the use of diagnostic equipment as necessary.

Makes minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power.

Overhauls and makes repairs to internal combustion engines, brake systems, automatic and manual transmissions, ignition systems, electronic systems, differential assemblies and fuel systems.

Aligns wheels and repairs steering equipment.

May make minor auto body repairs.

May transmit orders to other assigned personnel as needed.

Supervises and is responsible for the work of other assigned personnel.

Trains other related personnel in the performance of various maintenance and/or repair tasks.
Follows all appropriate safety procedures in the performance of assigned tasks.

Prepares reports, cost estimates of work and orders, and maintains records and inventories of supplies and materials.

Accesses job related information from a computer.

Operates motor vehicles or equipment in the performance of assigned duties.

**QUALIFICATION REQUIREMENTS:**

1. Five (5) years of full-time satisfactory experience acquired within the last ten (10) years as an Auto Mechanic; OR

2. Not less than three (3) years of full-time satisfactory experience as specified in “1” above acquired within the last ten (10) years plus relevant education acquired in an approved trade or vocational high school to make up the equivalent of five (5) years of acceptable experience. Six (6) months of acceptable experience will be credited for each year of relevant education.

3. Education and/or Experience equivalent to 1 or 2 above. However, all candidates must have three (3) years of full time satisfactory experience as an auto mechanic acquired within the last ten (10) years.

**LICENSE REQUIREMENTS:**

1. Possession of a Class B Commercial Driver License (CDL) valid in the State of New York. There may be certain age requirements to obtain this license. Employees must maintain the Class B Commercial Driver License during their employment. Eligibles with a CDL Learner’s Permit may be appointed subject to the receipt of a New York State Class B Commercial Driver License within six (6) months of appointment.

**DIRECT LINES OF PROMOTION:**

**FROM:** None **TO:** None