NOTICE OF EXAMINATION

ELECTRICIAN'S HELPER (CUNY)
Exam. No. 5316
(For The City University of New York Only)

WHEN TO APPLY: From: October 5, 2005 APPLICATION FEE: $50.00 10: 15 October 25, 2005 Payable only by money order to DCAS.
THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 12, 2008.

WHAT THE JOB INVOLVES: Electrician's Helpers, under direct supervision, assist electricians to install, repair, replace and maintain electric systems, appliances, apparatus and equipment according to the provisions of the New York City Electrical Code and approved plans and specifications; and perform related work.

Some of the physical activities performed by Electrician's Helpers and environmental conditions experienced are: reading meters in dimly lit areas; climbing and descending ladders; working on bucket trucks or cherry pickers; working in areas of hot temperatures and poor ventilation, including confined spaces requiring the wearing of a respirator; using both hands to work overhead; using hand held tools to saw conduit and cut wires; and carrying tools, materials and equipment up and down stairs.

(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 $26.65 per hour for a 35 hour week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. Three years of full-time satisfactory experience acquired within the last 15 years as an electrician's helper or apprentice electrician; or

2. At least one and one-half years of full-time satisfactory experience acquired within the last 15 years as an electrician's helper or apprentice electrician plus relevant education or training acquired in a trade school, technical school or vocational high school approved by a state's Department of Education or comparable governmental agency to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of relevant education or training.

You are responsible for determining whether or not you meet the eligibility requirements for this exam 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.

Residency Requirement: City residency is not required for this position.

English Requirement: Candidates 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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, B, C, and D. 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 "course-by-course" evaluation (which includes a "document-by-document" 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.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the written 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:** You will be given a multiple-choice test. 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 this test. The multiple-choice test may include questions on knowledge of materials used in the trade; use of tools and equipment for electrical work; safe working practices; basic electrical knowledge; good housekeeping practices; maintaining and cleaning machines, tools, and equipment; basic principles of electricity; electrical calculations; diagrams; schematics and plans; and other related areas.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice 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.

**ADDITIONAL INFORMATION:**

**Selective Certification for Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment 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 in the test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you will meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations UTEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number in your correspondence. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

This examination is for positions within the City University of New York (CUNY) only. If you would like to apply for Electrician’s Helper in agencies under the jurisdiction of DCAS, you must submit a separate application and fee for Examination No. 5064 from October 5, 2005 through October 25, 2005. If you would like to apply for Electrician’s Helper in the Health and Hospitals Corporation (HHC) you must submit a separate application and fee for Examination No. 5066 from October 5, 2005 through October 25, 2005.

**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."
ELECTRICIAN'S HELPER

General Statement of Duties and Responsibilities

Under direct supervision, assists an electrician in installing, repairing, replacing, and maintaining of electric wiring systems, appliances, apparatus and equipment according to the provisions of the New York City Electrical Code and approved plans and specifications; performs related work.

Examples of Typical Tasks

Assists electricians in the erection and placing of components of electrical systems.

Helps electricians in pulling wires and testing electrical systems.

Replaces defective light switches, plugs, lighting fixtures, and checks signal systems.

Keeps electricians supplied with materials, tools and supplies.

Cleans working areas, machines, tools and equipment.

Performs routine machine operations.

May operate motor vehicles or equipment in the performance of assigned duties.

Qualification Requirements

1. Three years of full-time recent experience as an electrician's helper or apprentice; or

2. Not less than one and one-half years of experience as specified in "1" plus sufficient training of a relevant nature acquired in an approved trade or vocational high school or M.D.T.A./C.E.T.A. supported training program 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 or vocation school or M.D.T.A./C.E.T.A. supported training; or

3. Education and/or experience which is equivalent to "1" or "2" above.

License Requirement

At the time of appointment to some City agencies, candidates may be required to possess a Motor Vehicle Driver's License valid in the State of New York.

Direct Lines of Promotion

From: None

To: Electrician (91717)