NOTICE OF EXAMINATION

FROM: March 1, 1995
APPLY: March 21, 1995
TO: March 21, 1995

PROMOTION TO SUPERVISOR CARPENTER
EXAM. NO. 4581

APPLICATION FEE: $50.00

SALARY: The current minimum appointment rate is $28.16 per hour. This rate is subject to change.

JOB DESCRIPTION: Supervises and is responsible for the work of Carpenters and other assigned personnel.

EXAMPLES OF TYPICAL TASKS: Assigns and lays out jobs for Carpenters and closely allied workers. Supervises, directs and inspects the work of Carpenters relating to the installation and/or replacement of flooring, doors, building hardware, trim, window frames, sashes, partitions, etc. Estimates job requirements from plans and specifications and/or field surveys. Requisitions materials and equipment. Supervises, directs, and is responsible for the proper operation of the departmental carpentry shops. When required, lays out and supervises the heavy and rough carpentry work in the construction, maintenance, and repair of shoring, bulkheads, scaffolds, dock facilities, construction sheds, promenades, etc. Keeps records and prepares reports.

OTHER JOB FACTORS: Listed below are examples of physical activities that Supervisor Carpenters perform and environmental conditions in which their activities are conducted. This is not a comprehensive listing, only an indication of some of the job factors.

Drives to and from job sites. Carries cartons of materials and tools weighing up to 40 pounds. Climbs up and down stairs and climbs ladders. Works in areas where there is dust from deteriorating walls.

QUALIFICATION REQUIREMENTS

ELIGIBILITY: Open to each employee of an agency under the jurisdiction of the City Personnel Director who on the date of the multiple-choice test: (1) is permanently employed in or appears on a preferred list for the title of Carpenter; and (2) is not otherwise ineligible.

Applicants may be summoned for the test prior to a review of their eligibility.
TEST INFORMATION

TEST DESCRIPTION: Seniority, weight 15; multiple-choice test, weight 85, 70% required.

The multiple-choice test may include questions on reading comprehension of technical material; report writing; principals of supervision; trade practices, standards and relevant ordinances and codes; plan reading; record keeping; materials; fabricated units; basic math; safety; standards of employee conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

TEST DATE: The multiple-choice test is expected to be held on June 24, 1995.

ADMISSION CARD: Applicants who do not receive an admission card at least 4 days prior to the tentative test date must appear at the Examining Service Division of the Department of Personnel, 2 Washington Street, Manhattan, 11th floor, during normal business hours on one of the 4 days preceding the test date to obtain an admission card.

APPLICATION INFORMATION

APPLICATION PERIOD: From March 1, 1995 through March 21, 1995. Application forms may be obtained in person or by mail from the Application Section, New York City Department of Personnel, 18 Washington Street, New York, NY 10004. Properly completed application forms must be submitted only by mail to the Application Section at the above address and must be postmarked no later than the last date of the application period.

Late applications will be accepted only in accordance with General Examination Regulation E.2.3.

APPLICATION FEE: $50.00, payable by money order ONLY. Money orders should be made payable to the New York City Department of Personnel. The social security number of the candidate and the number of the examination for which he or she is applying must be written on the money order. Cash and checks will not be accepted. The application fee will be waived for a New York City resident receiving public assistance who submits a clear photocopy of a current Medicaid card along with the application. Retain your money order receipt as proof of filing until you receive notice of your test results.

LIST TERMINATION

The eligible list will be terminated one year from the date it is established, unless extended by the City Personnel Director.

SPECIAL ARRANGEMENTS

Accommodations are available for applicants who provide satisfactory proof of disability. Applications for accommodations must be submitted as early as possible and in no event later than 30 work days before the test or part of a test for which accommodation is requested. Consult General Examination Regulation E.10 for further requirements.

The Department of Personnel makes provisions for candidates claiming inability to participate in an examination when originally scheduled because of the candidate's religious beliefs. Such candidates should consult General Examination Regulation E.11.2 for applicable procedures in requesting a special examination. Such requests must be submitted no later than 15 days before the scheduled date of the regular examination.

Special arrangements will be made to administer the multiple-choice test to certain candidates who cannot appear at the regular test site on the regular test date. Candidates who cannot appear for any of the following reasons (as set forth in detail in Personnel Director Rule 4.4.5 and in the Military Law) may apply for special arrangements: (a) compulsory attendance before a public body; (b) on-the-job injury or illness caused by municipal employment; (c) absence for one week following the death of a spouse, parent, sibling or child; or (d) absence due to ordered military duty.
Exam. No. 4581 (continued)

To request special testing arrangements, contact the Examining Service Division, 11th Floor, 2
Washington Street, New York, NY 10004, in person or by certified or registered mail as soon as
possible as described in General Examination Regulation E.11.4. If required, a special test will be
given on Friday, July 7, 1995.

THE GENERAL EXAMINATION REGULATIONS OF THE DEPARTMENT OF PERSONNEL
APPLY TO THIS EXAMINATION AND ARE PART OF THIS NOTICE OF EXAMINATION.
THEY ARE POSTED AND COPIES ARE AVAILABLE IN THE APPLICATION SECTION OF
THE DEPARTMENT OF PERSONNEL AT 18 WASHINGTON STREET, NEW YORK, NEW
YORK.

The City of New York is an Equal Opportunity Employers.

Title Code No. 92071: Skilled Craftsman and Operative Service.
SUPERVISOR

General Statement of Duties and Responsibilities

Under general direction, supervises, directs and is responsible for the work of carpenters and other assigned employees; performs related work.

Examples of Typical Tasks

Assigns and lays out jobs for carpenters and closely allied workers.

Supervises, directs and inspects the work of carpenters relating to the installation and/or replacement of flooring, doors, building hardware, trim, window frames, sashes, partitions, etc.

Estimates job requirements from plans and specifications and/or field surveys.

Requisitions materials and equipment.

Supervises, directs, and is responsible for the proper operation of the departmental carpentry shop(s).

When required, lays out and supervises the heavy and rough carpentry work in the construction, maintenance, and repair of shoring, bulkheads, scaffolds, dock facilities, construction sheds, promenades, etc.

Keeps records and prepares reports.

Qualification Requirements

1. Seven (7) years of recent, satisfactory, full time, paid experience as a carpenter, at least two (2) years of which must have been spent in duties of a supervisory nature; or

2. A satisfactory equivalent.

Direct Lines of Promotion

From: Carpenter To: None

9-7-62