PROMOTION TO SUPERVISOR THERMOSTAT REPAIRER
EXAM. NO. 2598
NOTICE OF EXAMINATION


The City of New York is an Equal Opportunity Employer.

FILING DATES: From April 1, 1987 through April 21, 1987. Application forms may be filed in person or by mail. Either way, properly completed Application Forms MUST BE RECEIVED BY THE LAST DATE FOR FILING. Date of receipt, rather than date of postmark, will be controlling.

TEST DATE: The written test will be held on June 29, 1987.

FILING FEE: $15.00; payable when you submit your application. Checks or money orders should be made payable to the New York City Department of Personnel. Cash will not be accepted for applications submitted by mail.

REQUIREMENTS

ELIGIBILITY: Open to each employee of all affected City agencies who on the day of the written test: (1) is permanently employed in the title of Thermostat Repairer and (2) is not otherwise ineligible.

Persons who are appointed to the eligible title after the filing period has closed and who meet all other eligibility requirements may file for this examination. Such late application must be obtained at and filed in person only, with your agency's personnel office which will then transmit it to the Examining Service Division of the Department of Personnel. The filing fee must be paid by check or money order; cash will not be accepted.

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES: Supervises and is responsible for the work of thermostat repairers and other assigned personnel in the installation, repair, replacement, maintenance and testing of various types of thermostats and related equipment used for the control of heating, ventilation, and air conditioning systems; performs related work.

TEST INFORMATION

TESTS: Seniority, Weight 15; Written, Weight 85; 70% required. The written test will be in two parts, all given in a single session on the same day.

Part I (Weight 45%) of the written test will be of the multiple-choice type and may include questions on technical reading, supervisory principles and practices, safety, basic math. A grade of 70% is required for Part I. Candidates who do not receive a grade of 70% or better in this part will not have their papers rated for Part II.

Part II (Weight 40%) of the written test will be of the essay type and may include questions on writing reports and keeping records; adaptation and modification of thermostat controlled systems; human relations; supervisory communications; thermostat repairs, relevant ordinances and codes. A grade of 70% is required for Part II.

Accommodations are available for certified disabled applicants. Applications for accommodations must be submitted as early as possible and in no event later than 15 work days before the test or part of a test for which accommodation is requested. Consult General Examination Regulations for further requirements.

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The Department of Personnel makes provisions for candidates claiming inability to participate in an examination when originally scheduled because of the candidates' religious beliefs. Such candidates should consult the City Personnel Director's Rule 4.4.6 for applicable procedures in requesting a special examination.

If your filing fee check is returned unpaid by the bank, your examination will not be rated.

DEPARTMENT OF PERSONNEL: Judith A. Levitt, City Personnel Director; T.C. 491964
DEPARTMENT OF
PERSONNEL
CITY CIVIL SERVICE
COMMISSION

NOTICE OF EXAMINATION

For Temporary to Permanent
Thermostat Repairer

Perpetual Exam. Expiration: No expiration

Certificate No: 951964

Supervisor, Thermostat Repairer

Duties and Responsibilities: Under direction, supervises Thermostat Repairers and other assigned personnel in the installation, repair, replacement, maintenance and testing of various types of thermostats and related equipment used for the control of heating, ventilation and air conditioning systems; performs related work.

Examples of Typical Tasks: Supervises and is responsible for the work of thermostat repairers and other assigned personnel. Prepares work schedules and work assignments. Prepares job orders and requisitions for tools, equipment and materials. Makes inspections of equipment in order to determine required repairs and maintenance. Checks work progress. Keeps records and makes reports.