

KEEP THIS PAGE FOR YOUR RECORDS. DO NOT RETURN WITH COMPLETED LICENSE APPLICATION.

**APPLICATION FOR LICENSE EXAMINATION  
HOISTING MACHINE OPERATOR / HOISTING MACHINE OPERATOR (ENDORSEMENT)**

(Local Law No. 76 of 1988 as Amended)

READ CAREFULLY BEFORE FILLING OUT APPLICATION ON ATTACHED SHEET

This is NOT an application for a City position. It is an application for a license, and possession of the license qualifies the holder for private practice in the field. Names of successful candidates in the license examination will be submitted to the New York City Department of Buildings for consideration for issuance of the license. Persons who are successful in passing the examination must file an application for the license with the Department of Buildings.

Print or Type the requested information fully and accurately, giving exact names, dates and addresses. Any false statement will result in disqualification.

**APPLICATIONS:** Hoisting Machine Operator applications are only issued during the filing period and Hoisting Machine Operator (Endorsement) applications are issued continuously, during the normal hours of business of the Applications Center of the New York City Department of Citywide Administrative Services - Division of Citywide Personnel Services, 18 Washington Street, Manhattan. Completed applications must be postmarked no later than the last date of the filing period and mailed to DCAS Application Section, 1 Centre Street, 14<sup>th</sup> Floor, New York, New York 10007.

The General Regulations for License Examinations of the New York City Department of Citywide Administrative Services apply to all license or certification examinations given by the Division of Citywide Personnel Services, and are available in the Applications Center at 18 Washington Street and the Application Section at 1 Centre Street, 14<sup>th</sup> Floor, Room 1448. Applicants must consult the General Regulations for License Examinations and the specific information contained in this Application For License Examination, and shall be responsible for knowledge of their contents. Keep a copy of all pages of this Application For License Examination for your records.

**CLASSIFICATION OF LICENSES:** (1) Basic (Class A) License: The Basic License is required to operate cranes, derricks and cableways, excluding power operated cranes with booms, including jibs and other extensions, which exceed two hundred feet in length and truck mounted tower cranes which exceed two hundred feet in height. (2) Endorsement on Basic License: This Endorsement will permit a person who possesses a Basic License to operate hoisting machinery without limitation or restriction.

**REQUIREMENTS:** Applicants must meet the following qualification requirements at the time of filing for this examination:

1. Be at least 18 years of age; and
2. Be able to read and write the English language; and
3. Applicants for the Basic License shall have had at least:
  - a. Two years experience as operator or assistant to an operator on cable operated cranes (including clamshell and dragline) or double drum derricks which would require a Class A (basic) license issued by the Department of Buildings; or
  - b. One year of experience as described in a. above, and one year of experience as operator or assistant to an operator on any other hoisting equipment which would require either a Class A or Class C (special) license issued by the Department of Buildings.

Following is a partial list of equipment acceptable for a maximum of one year of experience under 3b., above:

- a. Single drum hoisting machines (platform hoists or hoddies or Chicago Booms); b. Cableways; c. Cherry pickers and hydraulic cranes used on building work; d. Backhoe; e. ~~High~~ low type of fork lift.

Following is a partial list of equipment that is not acceptable for experience under either 3a. or 3b. above:

- a. overhead crane; b. front end loader; c. bucket elevator; d. tractor or bulldozer; e. motor grader; f. compressor; g. pump; h. roller.

4. Applicants for the Endorsement on Basic License must possess a valid Basic License a copy of which must accompany your application at the time of submission and shall have had at least:
  - a. Two years of experience as an assistant to an operator on cranes with booms, including jibs and other extensions exceeding two hundred feet in length or truck mounted tower cranes exceeding two hundred feet in height; or five years experience as an operator on cable operated cranes including clamshell or dragline.
5. Applicants for the Endorsement on Basic License:

Once notified by the Department of Citywide Administrative Services (DCAS) of their eligibility to take the practical examination are responsible to secure for the practical administration:

  - a. a suitable site within the City of New York with a secure trailer or other area for the administration of the oral portion of the exam as well as the fingerprinting process; b. a NYC licensed Class B sponsor who will serve in the cab of the crane during the test; c. an appropriate long boom crane; and d. completion of the release forms package provided to the applicant with his/her notice of eligibility.

**SCOPE OF EXAMINATION:** (1) BASIC LICENSE - The examination for the Basic License will consist of a written test of the multiple-choice type and a practical test. The written test will appraise candidates' knowledge of the operation, safety and repair of: internal combustion engines; electric motors; motor controllers; motor generator sets; transmissions; clutches; brakes; hoisting drums; wire rope; the safe operation of cranes and derricks; and related subjects. The practical test will appraise candidates' knowledge of construction and repair of portable construction equipment driven by motive power other than steam. (2) ENDORSEMENT ON BASIC LICENSE - The examination for the Endorsement on Basic License will consist of a practical test only. Candidates will be required to have the Basic License in order to apply for the test for the Endorsement. Candidates must attain a score of at least 70% in the written test and/or the practical test to qualify for the Basic License and the Endorsement.

Examinations for the Endorsement on Basic License only will be held from time to time as conditions warrant.

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**FEE: \$200.00 (for Basic License)** Payment must be by money order only made payable to DCAS (EXAMS) at the time of filing the application for this examination. Checks and cash will not be accepted. Retain your money order receipt as proof of filing. This fee does not include the fee for the issuance of the Hoisting Machine Operator's License by the Department of Buildings.

This fee shall entitle the candidate to one written test and, if a passing mark is obtained, to one practical test. A candidate will be permitted to take three practical tests on the basis of passing one written test provided the application for each additional practical test is filed no later than two years from the date of the written test. A fee of \$220.00 for each additional practical test shall be paid at the time of filing the application.

**FEE: \$225.00 (for Endorsement on Basic License)** Payment must be by money order only made payable to DCAS (EXAMS) at the time of filing the application for this examination. Checks and cash will not be accepted. Retain your money order receipt as proof of filing. This fee does not include the fee for the issuance of the Hoisting Machine Operator's (Endorsement) License by the Department of Buildings.

This fee shall entitle candidates to only one practical test. The equipment required for the practical test for the Endorsement must be furnished by the applicant or a sponsoring contractor. The Division of Citywide Personnel Services reserves the right to determine the time and place for the administration of the practical test for the Endorsement.

Refunds will be made only in accordance with Regulation L.5.3 of the General Regulations for License Examinations.

The City of New York  
Department of Citywide Administrative Services  
Martha K. Hirst, Commissioner