



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**STRUCTURE MAINTAINER - GROUP F**  
**Exam. No. 8082**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: April 1, 2009  
To: April 21, 2009

**APPLICATION FEE: \$60.00**  
Payable by mail by money order to DCAS (EXAMS)  
or payable online by credit card, bank card, or debit card.

**WHAT THE JOB INVOLVES:** Under supervision, Structure Maintainers - Group F fabricate signs for the direction, information, station identification and guidance of customers and employees. They fabricate metal and vinyl signs using silk screen processes and computer generated vinyl lettering and digital printing; fabricate and prepare silk screens for the mass production of signs; design signs using personal computers and specialized computer sign making machines; work from drawings and schematics; maintain sign making equipment; load and unload vans and trucks; keep records; and perform related work.

Some of the physical activities performed by Structure Maintainers - Group F and environmental conditions experienced are: standing for long periods of time when operating machines, distinguishing colors, working with inks and solvents, lifting and carrying heavy materials, using both hands simultaneously to operate machines, and operating pedal activated machinery.

**Special Working Conditions:** Structure Maintainers - Group F may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(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 \$26.3925 per hour for a 40-hour work week rising to \$28.6450 per hour at the end of the 36<sup>th</sup> month of service. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations, sick leave, a comprehensive health plan, and a pension plan.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- 1. Online at the DCAS WEBSITE:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- 2. By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return the completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

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:

Four years of full-time paid experience at the journeyman/journeywoman level (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) as a sign painter, using silk screen and/or computer generated vinyl lettering processes and digital printing, and related work such as would be done in a sign painting or silk screening shop. Types of unacceptable experience include working as a graphic artist, hand letterer, or sign installer.

You are responsible for determining whether or not you meet the qualification requirements for this examination 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**REQUIREMENTS TO BE APPOINTED:**

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

**English Requirement:** You 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.

**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: Fill out Section B.** 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying on-line**, follow the online instructions.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the minimum education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

- A. **10 points** for at least one (1) but less than three (3) years of additional full-time satisfactory experience as a journeyman/journeywoman sign painter;
- B. **20 points** for three (3) or more years of additional full-time satisfactory experience as a journeyman/journeywoman sign painter;
- C. **10 points** If your experience includes a minimum of six (6) months of each of the following: computer generated vinyl lettering, silk screening, and digital printing.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period** (April 21, 2009).

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on 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:**

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> floor, NY, NY. 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91840; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)