



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**STRUCTURE MAINTAINER - GROUP D
Exam. No. 2074
New York City Transit Authority**

WHEN TO APPLY: From: April 2, 2003 **APPLICATION FEE: \$50.00**
To: April 22, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Practical test expected to begin on Monday, August 18, 2003.

WHAT THE JOB INVOLVES: Structure Maintainers - Group D perform sheet metal work in subway, surface and elevated structures, including stations, enclosures and related buildings; install, maintain and repair roofs, skylights, ducts, leaders and gutters, drip pans, fireproof doors, stovepipes and receptacles; fabricate sheet metal, plastic and fiberglass parts and devices needed for such work; perform other structural work when necessary, including incidental painting; load, unload and drive trucks and vans; keep records; and perform related work.

Some of the physical activities performed by Structure Maintainers - Group D and environmental conditions experienced are: working outdoors in all types of weather; walking along subway tracks, stepping over rails (including live third rails), climbing and walking on elevated structures; climbing and working on roofs, ladders, ramps and scaffolding; carrying tools and equipment weighing up to 75 lbs.; bending and stooping in confined spaces; using hand tools and heavy-duty power tools; reading prints and drawings; distinguishing colored light signals; judging distances of lights in tunnels; hearing warnings (bell, whistle and vocal); and driving a motor vehicle.

(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 \$22.4400 per hour for a 40-hour week, with increments to \$24.3550 per hour after three years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, vacation and sick leave, a comprehensive health plan and a pension plan.

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**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. Four years of full-time satisfactory sheet metal work experience as a journeyman/journeywoman (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic); or
2. Three years of full-time satisfactory experience as described in "1" above, plus graduation from an approved trade or vocational high school, or community college, with a major sequence of courses of study in sheet metal work or a closely related field; or
3. Satisfactory completion of a four-year, full-time apprenticeship in the sheet metal trade conducted or sponsored by a recognized trade union or a recognized industry association or group.

You may be given the test before we check your qualifications.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Medical Requirement: Medical guidelines have been established for the position of Structure Maintainer - Group D. Candidates will be examined to determine whether they can perform the essential functions of the position of Structure Maintainer - Group D. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: 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.

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 and 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.
- 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 "**document-by-document**" (**general**) 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.

THE TEST: You will be given a practical 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 the test. In the practical test, you will be required to produce a satisfactory sample of sheet metal work.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the 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 RESULTS: If you meet the education and experience requirements and pass the practical test, your name will be placed in 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:

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."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 92346; 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/html/dcas