



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

**REQUIRED FORMS**

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO MAINTENANCE SUPERVISOR (STRUCTURES - GROUP D)

Exam. No. 1541

New York City Transit Authority

**WHEN TO APPLY:** From: February 6, 2002      APPLICATION FEE: \$50.00  
To: February 26, 2002      Payable only by money order to D.C.A.S. (EXAMS)

**THE TEST DATE:** The multiple-choice test is expected to be held on Saturday, May 18, 2002.

**WHAT THE JOB INVOLVES:** Maintenance Supervisors (Structures - Group D) perform supervisory work of varying degrees of difficulty and responsibility involving sheet metal work on subway, surface and elevated structures. At Assignment Level I, Maintenance Supervisors (Structures - Group D) supervise assigned maintainers and helpers performing the sheet metal work required to maintain, alter and repair subway, surface and elevated structures, including roofs, skylights, ducts, leaders, gutters, signs, drip pans, fireproof doors, stove pipes and receptacles; supervise workers performing other related structural work when necessary; if assigned, perform inspection work on new equipment and materials at manufacturing plants; keep records; prepare reports; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Structures - Group D) and environmental conditions experienced are: inspecting and supervising work outdoors in all kinds of weather, including work at various heights, such as on roofs or at ladder or scaffold height, and on and around elevated subway tracks, or in tunnels, tubes or below-ground open subway cuts; visually inspecting work in progress and completed work to ensure conformance to plans and specifications; when instructing subordinates, using a variety of cutting, shaping and measuring instruments requiring hand-eye coordination.

(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 \$49,224 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I.

**HOW TO APPLY:** If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the New York City Transit Authority who **on the date of the multiple-choice test:**

1. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Structure Maintainer - Group D; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section. Additionally, you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**REQUIRED FORM:**

**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.

**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:** You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on the construction, maintenance, installation, repair, alteration and inspection of sheet metal components; principles of supervision, including assigning, reviewing and evaluating the work of subordinates; proper record keeping and report writing procedures; estimating costs of labor and materials; proper safety procedures and precautions; New York City Transit Authority flagging rules; making appropriate measurements and computations; reading and interpreting drawings, sketches and specifications; and other related areas.

**THE TEST RESULTS:** If you pass the multiple-choice test and are marked eligible, your name will be placed in final 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:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You are appointed to an eligible title after the application period but on or before the date of the multiple-choice test.

**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."

**Make-Up Test:** you may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job illness or injury caused by municipal employment;
3. Absence of one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
5. A clear error for which the Department of Citywide Administrative Services is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY

---

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. 91889; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

For recorded information about examinations for other City jobs, call (212) 487-JOBS.  
Internet: [nyc.gov/html/dcas](http://nyc.gov/html/dcas)

10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.