



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

PROMOTION TO METAL WORK MECHANIC Exam. No. 6546

WHEN TO APPLY: From: February 7, 2007 **APPLICATION FEE: \$60.00**
To: February 27, 2007 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Under supervision, Metal Work Mechanics fabricate, assemble, and install structural metal components for use in the repair and maintenance of automotive equipment, machinery, buildings, public structures and appurtenances. They lay out jobs working from blue prints, shop drawings, samples and written descriptions; make patterns and templates; cut, drill, forge, burn, weld, braze and use other metal work processes to fabricate components; use hand and powered tools and welding, burning and brazing equipment to assemble and attach fabricated components to equipment and structures; do preparation and finishing; perform specialized and structural welding; do rigging as required; is responsible for and directs the work of assigned personnel; maintain records and make reports; operate motor vehicles, including heavy trucks to transport equipment; and perform related work.

Some of the physical activities performed by Metal Work Mechanics and environmental conditions experienced are: wearing various types of face shields in order to protect face and eyes when welding, burning or grinding metal; wearing ear plugs due to excessive noise in shop; wearing various types of work gloves in order to protect hands from heat and sparks when welding and/or burning and also to protect hands from cuts due to handling sharp edged metal objects; wearing appropriate work shoes in order to protect feet from any falling heavy tools, equipment or metal objects; wearing appropriate work attire; being conscious at all times of the excessive heat generated from welding, burning or from the furnaces in the shop; wearing appropriate face masks due to vehicle fumes and smoke; and lifting material and/or equipment weighing up to 40 pounds.

(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 \$71,084 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you are eligible to take this examination, 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**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, who **by the last day of the Application Period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Blacksmith's Helper or Auto Body Worker; 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 if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

REQUIREMENTS TO BE PROMOTED:

License Requirements: At the time of appointment to the title of Metal Work Mechanic you must have:

- 1. a valid Welder's License issued by the New York City Department of Buildings and certified for Class I Shop and Field; and

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

2. a Certificate of Fitness Type G38 or Type G95 Torch Use of O-2 Combustion Gas, issued by the New York City Fire Department; and
3. a Class C Commercial Driver License with no restrictions that would preclude the performance of Metal Work Mechanic duties and a Hazardous Materials endorsement valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify.

These licenses and certificate must be maintained for the duration of employment.

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

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, and 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. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A, B and C**. 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.

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

Three points will be given for each year of full-time satisfactory experience as a journeyman/journeywoman metal work mechanic in the fabrication, assembly and installation of structural metal components.

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. Experience must be obtained by the last day of the application period.

THE TEST RESULTS: If you pass the education and experience 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 promotion 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.

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. 91225; The Special Crafts and Operational Occupational Group

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

