



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 FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO MAINTENANCE SUPERVISOR (STRUCTURES - GROUP F)**  
**Exam. No. 8549**  
**New York City Transit Authority**  
**AMENDED NOTICE - MARCH 25, 2009**

**WHEN TO APPLY:** From: March 24, 2009  
To: April 7, 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.

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, June 27, 2009.**

Filing is extended from March 24, through April 7, 2009. The multiple-choice test is expected to be held on **Saturday, June 27, 2009.** Candidates that filed previously need not file again.

**WHAT THE JOB INVOLVES:** At Assignment Level I: Maintenance Supervisors (Structures - Group F), under general supervision, perform supervisory work of varying degrees of difficulty and responsibility involving general painting of subway, surface and elevated structures, including sign painting and work on steel girders and columns, station booths, masonry and woodwork. They supervise other related structural work when necessary and/or as assigned; keep records; prepare reports; if assigned, perform inspection work on new equipment and materials at manufacturing plants; respond to emergencies system-wide on and off of the tracks; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Structures - Group F) and environmental conditions experienced are: lifting and carrying heavy tools and equipment; working on elevated structures; being exposed to paint fumes; distinguishing colors; working on ladders and scaffolds; and working in various field locations, including on and around subway tracks and structures, and in the proximity of electrified rails and moving trains.

**Special Working Conditions:** Maintenance Supervisors (Structures - 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 \$61,156.00 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the 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 the required form. 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 Form" section below for the form that you must fill out. Return the completed form 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.

**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. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Structure Maintainer - Group F or Structure Maintainer - Group G; 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the multiple-choice test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**This examination is not open to employees of MaBSTOA or MTA Bus.**

**ELIGIBILITY TO BE PROMOTED:** At the time of 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.

**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, 14<sup>th</sup> floor, New York, NY 10007, 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 ½ 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: painting; sign painting; principles of supervision; 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 promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your **department's Human Resources representative** 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 become eligible after the above 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, and you are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, 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 injury or illness caused by municipal employment;
3. absence for 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 or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

---

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, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91891; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

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