



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

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

STRUCTURE MAINTAINER - GROUP E
Exam. No. 7026
New York City Transit Authority

WHEN TO APPLY: From: November 7, 2007 To: November 27, 2007
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: Structure Maintainers - Group E, under supervision, perform plumbing work in the New York City Transit Authority's subway, surface, and elevated structures, including stations, enclosures, tunnels, and related buildings. They install, maintain and repair plumbing fixtures in toilets, sink rooms and heating systems; clean, test, dismantle, install and repair pipes, fixtures, vents and hot water heaters; keep records; perform other structural work when necessary, including incidental painting; may serve as flagger and respond appropriately to signals on the tracks; load, unload and drive vans and trucks; and perform related work.

Some of the physical activities performed by Structure Maintainers - Group E and environmental conditions experienced are: crouching while working in confined spaces; climbing and descending ladders and stairs; distinguishing colors of lights; making visual and tactile inspections; using hand tools; responding to sounds and warning bells; lifting and carrying heavy tools and equipment; and working outdoors in inclement weather.

Special Working Conditions: Structure Maintainers - Group E 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 \$25.5000 per hour for a 40-hour week, with increments to \$27.6775 per hour after three years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan.

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

- Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at 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.
- By mail:** 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.

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:

- graduated from a four-year full-time apprenticeship program in the plumbing trade recognized by the N.Y. State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor; or
- obtained two years of full-time, satisfactory experience as a journeyman/journeywoman (i.e., fully-trained, knowledgeable, proficient and competent mechanic) plumber, **preceded by** one of the following:
 - two years of full-time satisfactory experience performing work described above as a plumber's helper, apprentice or trainee; or
 - graduation from a recognized trade school, technical school, or vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in plumbing or a closely related field, totaling 600 hours; or
 - graduation from an accredited college or university with an A.A.S. degree, or higher degree, in plumbing.

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

Driver License Requirements: At the time of appointment, you must possess a motor vehicle driver license valid

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in the State of New York. If you have moving violations, license suspension or accident record, you may be disqualified. If appointed, within six months into your probationary term, you must possess a Class B Commercial Driver License valid in the State of New York with no restrictions. Failure to acquire a Class B Commercial Driver License valid in the State of New York State within six months after appointment will result in termination. This Class B Commercial Driver License must not include any restrictions which would preclude the performance of Structure Maintainer - Group E work and must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Structure Maintainer - Group E. You will be examined to determine whether you can perform the essential functions of the position of Structure Maintainer - Group E. 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: 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:** 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.
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: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After the minimum requirements are met, you will receive additional credit up to a maximum of 100 points for experience based on the following basis:

10 points for at least one but less than three years of additional full-time satisfactory experience as a journeyman/journeywoman plumber;

20 points for at least three but less than five years of additional full-time satisfactory experience as a journeyman/journeywoman plumber;

30 points for at least five or more years of additional full-time satisfactory experience as a journeyman/journeywoman plumber.

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 used to meet the minimum requirements cannot be used to gain additional credit.

There will also be a qualifying practical test. If you pass the education and experience test you will be scheduled to take the practical test as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the education and experience test will be scheduled for the practical test. In the practical test, you will be required to demonstrate your knowledge of plumbing work. The practical test may include tasks requiring pipe cutting, threading, soldering assembly of copper tubing or galvanized pipe assemblies, and related areas.

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 TEST RESULTS: If you pass the education and experience test, 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 pass the qualifying practical test and meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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. 91930; 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