



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
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 B
Exam. No. 8097
New York City Transit Authority**

WHEN TO APPLY: From: February 4, 2009
To: February 24, 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.

WHAT THE JOB INVOLVES: Under supervision, Structure Maintainers - Group B do general masonry work in the Transit Authority's subway, surface and elevated structures, including stations, enclosures, and related buildings. They install and repair cinder and cement blocks, and ceramic tile; install cement sidewalks and floors; install and repair gratings, ducts, manholes, drains and sewers; mix mortar and concrete, and pour concrete; load, unload and drive motor vehicles; walk/work along tracks and perform flagging duties; and perform related work.

Some of the physical activities performed by Structure Maintainers - Group B and the environmental conditions experienced are: crouching while working in confined spaces; walking along subway tracks, stepping over rails (including live third rails); ascending and descending from trains and catwalks to roadbeds; working on scaffolds and lifts; responding to audible signals such as alarm bells, train whistles, horns and radio conversation; responding to visual signals including distinguishing colored lights; using hand tools; lifting and carrying heavy tools and equipment; and working outdoors in all kinds of weather.

Special Working Conditions: Structure Maintainers - Group B 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 \$26.3925 per hour for a 40-hour week, increasing to \$28.6450 after 36 months. These rates are subject to change. In addition, you will receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, 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 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.
2. **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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**.

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:

1. Two and one-half years of full-time satisfactory experience at the journeyman/journeywoman level as a mason (i.e., a fully-trained knowledgeable, experienced, proficient and competent mason) or in a closely-related trade, such as bricklaying, plastering, tile setting or mosaic and terrazzo work; or
2. Two years of full-time satisfactory experience as described in "1" above, plus graduation from a trade school, technical school or vocational highschool, approved by a state's Department of Education or comparable agency, with a major course of study in masonry or a closely-related trade totaling 600 hours; or

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3. Completion of a four-year, full-time apprenticeship program in the masonry trade or a closely-related trade, recognized by the New York State Department of Labor, the United States Department of Labor or any state apprenticeship council which is recognized by the United States Department of Labor.

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.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York with no restrictions which preclude the performance of Structure Maintainer - Group B work. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Structure Maintainer - Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Structure Maintainer - Group B. 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 MTA New York City Transit.

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:** 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. **If you are applying by mail**, 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. **If you are applying online**, follow the online instructions.
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 these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

1. 10 points for at least (1) but less than (3) years of full-time additional satisfactory experience as described in the How to Qualify section; or
2. 20 points for at least (3) but less than (5) years of full-time additional satisfactory experience as described in the How to Qualify section; or
3. 30 points for at least (5) or more years of full-time additional satisfactory experience as described in the How to Qualify section.

You will receive a maximum of one year of experience 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 qualification requirements cannot be used to gain additional points. Experience must be obtained by **the last day of the application period, February 24, 2009.**

There will also be a qualifying practical test. If you pass the 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 experience test will be scheduled for the practical test. The practical test may include tasks related to masonry work; selection and use of tools and materials of the trade; safe and proper work practices; erecting cinder and cement blocks; setting ceramic tiles; mixing concrete and mortar; pouring concrete; installing a cement sidewalk slab; basic arithmetic calculations related to the masonry trade; and other related areas.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on eligible list and you will be given a list number. You will be notified by mail of your test results. When your name is reached on the eligible list you will be called for the practical test. If you pass the practical test and you meet all requirements and conditions, you will be considered for appointment.

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, 14th Floor, NY, NY. 10007

The City of New York is an Equal Opportunity Employer.

Title Code No. 92245; 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**