



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
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

METAL WORK MECHANIC Exam. No. 6064

WHEN TO APPLY: From: February 7, 2007 To: February 27, 2007
APPLICATION FEE: \$60.00
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 meet the requirements in the "How to Qualify" section, 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. five years of full-time satisfactory paid experience as a journeyman/journeywoman metalwork mechanic, blacksmith or welder in fabricating, installing and metalworking plates, structural shapes or other metal components; or
2. at least three years of experience as described in "1" above plus sufficient training of a relevant nature acquired in an approved trade or technical school or vocational high school to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of relevant education.

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
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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

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 these requirements are met, you will receive 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 used to meet the minimum requirements cannot be used to gain additional credit. Education and experience must be obtained by the last day of the application period.

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 meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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