



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
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 A
Exam. No. 2073
New York City Transit Authority**

WHEN TO APPLY: From: April 2, 2003 **APPLICATION FEE: \$50.00**
To: April 22, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*
THE TEST DATE: The practical test is expected to begin on **Monday, October 6, 2003**

WHAT THE JOB INVOLVES: Structure Maintainers - Group A do carpentry work in subway, surface and elevated structures, including stations, enclosures and related buildings. They do other structural work when necessary, including incidental painting; and perform related work.

Some of the physical activities performed by Structure Maintainers - Group A and environmental conditions experienced are: wearing a respirator when needed; using hand and power tools, including power saws and drills; loading and unloading trucks; lifting and carrying tools and material weighing up to 30 pounds; driving trucks and vans; working on elevated structures; working on ladders and scaffolds; working in shops amidst the noise of power tools working in various field locations, including on and around subway tracks and structures, and in the proximity of electrified rails and moving trains; may serve as a flagger and respond to signals on tracks.

(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 \$22.44 per hour for a 40-hour week, with increments to \$24.355 per hour after four years. This rate is subject to change. In addition, incumbents 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 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 of the completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. Three years of full-time satisfactory experience as a journeyman/journeywoman carpenter (i, e., fully-trained, proficient, knowledgeable, experienced, and competent); or
2. Two years of full-time satisfactory experience as a journeyman/journeywoman carpenter plus graduation from an approved trade or vocational high school, or a community college, with a major sequence of courses of study in carpentry; or
3. Completion of a four-year full-time apprenticeship program in the carpentry 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.

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

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the state of New York, and a Class B Commercial Driver license with no restrictions valid in the state of New York. Serious moving violations, license suspension or accident record may disqualify. These licenses must be maintained for the duration of employment.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

English Requirement: Candidates 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. 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 "course by course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education to the Department of Citywide Administrative Services no later than eight weeks from the last date before applying for this examination.

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 Center Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST: You will be given a competitive practical test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of 70% to pass the test. In the practical test, you will be required to perform carpentry tasks while demonstrating safe and proper use of hand tools.

THE TEST RESULTS: If you meet the education and experience requirements and pass the practical test, your name will be placed in 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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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. 92030; 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/html/dcas**