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

REQUIRED FORMS

APPLICATION FORM

## NOTICE OF EXAMINATION

### PROMOTION TO STRUCTURE MAINTAINER - GROUP A Exam. No. 6518 New York City Transit Authority

Amended Notice (February 7, 2007)

**WHEN TO APPLY: From: February 7, 2007      APPLICATION FEE: \$60.00**  
**To: February 16, 2007      Payable only by money order to D.C.A.S. (EXAMS)**

**THE TEST DATE:** The practical test is expected to be held on **Saturday, March 3, 2007.**

The Notice of Examination is amended to:

1. reopen filing from February 7, 2007 through February 16, 2007;
2. update the current minimum salary information;
3. change the date of the practical test from Friday, March 2, 2007 to Saturday, March 3, 2007; and
4. change the filing fee from \$50.00 to \$60.00.

Candidates who filed previously need not file again.

**WHAT THE JOB INVOLVES:** Structure Maintainers - Group A, under general supervision, perform carpentry work in subway, surface and elevated structures, including stations, enclosures, tunnels and related buildings. They do other structural work when necessary, including incidental painting; may serve as flaggers and respond to signals on tracks; 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; distinguishing colors of lights; and responding to sounds and warning bells.

**Special Working Conditions:** Structure Maintainers - Group A may be required to work 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 \$25.500 per hour for a 40-hour work week. Upon the start of the fourth year of employment, the salary will rise to \$28.6450 per hour. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, 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 Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. 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 practical test:**

1. is employed in the non-competitive title of Transit Structural Apprentice - Group A, and has satisfactorily completed the 3-year Transit Structural Apprentice - Group A program in carpentry; and
2. is not otherwise ineligible.

**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 test before a 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.

**ELIGIBILITY TO BE PROMOTED:** At the time of promotion, you must be employed in the title of Transit Structural Apprentice - Group A.

**REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement:** At the time you are promoted to this position, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) or an accident record, you may be disqualified. In addition, within six (6) months after you are promoted, you will be required to obtain a Class B Commercial Driver license valid in the State of New York, and with no restrictions that would preclude the performance of Structure Maintainer - Group A work. Once you obtain the Class B Commercial Driver License, it must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Structure Maintainer - Group A. You will be examined to determine whether you 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 promoted.

**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, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST:** You will be given a practical test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list.

The practical test will measure your ability to perform carpentry tasks while demonstrating safe and proper use of hand and power tools. You will be provided with wooden raw materials, a sketch and the appropriate carpentry tools and measuring instruments to perform a layout, and to fabricate the component described by the sketch within the tolerances shown. You will be expected to demonstrate, in the course of your performance, good workmanship and the safe and proper use of carpentry tools and related instruments.

**THE TEST RESULTS:** If you pass the practical 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 practical 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, follow the instructions included with the "Application for Examination."

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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/dcas](http://nyc.gov/dcas)