



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

**STRUCTURE MAINTAINER - GROUP F
(SIGN PAINTER)
Exam. No. 2059
New York City Transit Authority**

WHEN TO APPLY: From: October 2, 2002 APPLICATION FEE: \$50.00
To: October 22, 2002 Payable only by money order to D. C. A. S. (EXAMS)

WHAT THE JOB INVOLVES: Structure Maintainers - Group F fabricate signs for the direction, information, station identification and guidance of customers and employees. Fabricate metal and vinyl signs using silk screen processes and computer generated vinyl lettering; fabricate and prepare silk screens for the mass production of signs; design signs using personal computers and specialized computer sign making machines; work from drawings and schematics; maintain sign making equipment; load and unload vans and trucks; keep records; and perform related work.

Some of the physical activities performed by Structure Maintainers -Group F and environmental conditions experienced are: standing for long periods of time when operating machines, distinguishing colors, working with inks and solvents, lifting materials weighing up to 50 lbs, using both hands simultaneously to operate machines, and operating pedal activated machinery.

(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 \$22.4400 per hour for a 40-hour week, with increments to \$24.3550 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. If an initial training period is required, the rate of pay will be \$5.15 per hour during this period, which will not exceed 40 hours.

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**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

Four years of full-time paid journeyman level experience as a sign painter, using silk screen and/or computer generated vinyl lettering processes, and related work such as would be done in a sign painting or silk screening shop. Types of unacceptable experience include working as a graphic artist, hand letterer, or sign installer.

Residency: City residency is not required for this position.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST: Your score will be determined by an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the Experience Requirements described above. After the four year minimum requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

For additional full-time paid experience as a journeyman level sign painter as described above:

You will receive an additional:

1 year but less than 3 years	-----	10 points
or		or
3 or more years	-----	20 points

If your experience includes a minimum of 6 months of each of the following: computer generated vinyl lettering **and** silk screening

You will receive an additional:

----- 10 points

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 must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the experience 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.

ADDITIONAL INFORMATION:

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.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 91840; 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