

# Notice of Examination

## Structure Maintainer – Group D ((Sheet Metal))

### Exam # 7610

**Application Deadline**

March 21, 2017

**Type of Test:**

Practical Skills

**Application Fee:**

\$68.00

**Test Date:** (subject to change)

Starting on Tuesday, September 5, 2017

**JOB DESCRIPTION:**

Structure Maintainers – Group D, under general supervision, perform sheet metal work in subway, surface and elevated structures, including stations, enclosures and related buildings; install, maintain and repair roofs, skylights, ducts, leaders and gutters, drip pans, fireproof doors, stovepipes and receptacles; fabricate sheet metal, plastic and fiberglass parts and devices needed for such work; perform other structural work as necessary, including incidental painting; load, unload and drive trucks and vans; keep records; and perform related work.

Some of the physical activities performed by Structure Maintainers – Group D and environmental conditions they experience are: working outdoors in all weather conditions, walking along subway tracks, stepping over rails (including live third rails), and climbing and walking on elevated structures and along trackwalks and catwalks in dimly lit areas; climbing and working on roofs, ladders, ramps and scaffolding; lifting and carrying heavy tools and equipment; bending and stooping in confined spaces; using hand tools and heavy-duty power tools; reading prints and drawing; distinguishing colored light signals; judging distances of lights in tunnels; and hearing warnings (bells, whistles and vocal) and responding to the sounds of oncoming trains.

**Special Working Conditions:** Structure Maintainers – Group D may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(This brief description does not include all of the duties of this position.)

**SALARY AND BENEFITS:**

The current minimum salary is \$29.3277 per hour for a 40-hour week increasing to \$34.5032 in the sixth year of service. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the application period, you must have:

1. Four years of full-time experience as a sheet metal worker at the journey level (i.e. fully-trained, proficient, knowledgeable, experienced, and competent) in fabricating sheet metal products from blueprints using sheet metal machinery and shop tools). For the above journey-level experience to be credited, it must be preceded by one of the following:

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Filing Opened:** March 1, 2017

**HOW TO QUALIFY (Continued)**

- A. Two years of full-time experience as a helper, apprentice or trainee performing or assisting in the work described above; or
  - B. Graduation from a vocational high school with a major course of study in sheet metal work or a closely related field; or
  - C. Graduation from a trade school or technical school approved by a state's Department of Education or recognized accrediting organization, with a major course of study in sheet metal work, or a closely related field totaling 600 hours; or
  - D. An Associate degree or higher in sheet metal work, or a closely related field, from an accredited college or university; or
2. Satisfactory completion of a four-year, full-time apprenticeship in the sheet metal trade recognized by the New York 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.

Vocational high school, technical school or trade school education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA);

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. Qualifying part-time experience will be credited on a pro-rated basis.

**REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement:** At the time of appointment, you must possess a motor vehicle driver license valid in the state of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in this title.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and, if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal D.O.T – regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York 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 and Reform 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 MTA New York City Transit.

**HOW TO OBTAIN AN APPLICATION:**

During the application period, you may obtain an application for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below.

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## HOW TO OBTAIN AN APPLICATION (Continued)

**MTA New York City Transit Exam Information Center:** Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

### REQUIRED FORMS:

1. **Application:** Make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions or take screenshots for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive a 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 are 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.

### HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

If you believe you meet the requirements in the “How to Qualify” section, you must apply by mail. MTA New York City Transit will **not** accept *applications* in person.

#### Applications by Mail must:

1. Include all of the required forms, as indicated in the *Required Forms* section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the *Correspondence Section* of this notice.
4. Include the appropriate fee in the form of a money order.

#### The Money Order (Postal Money Order Preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Cash and personal checks will **not** be accepted.

Save your money order receipt for future reference and proof of filing an *Application*.

**Application Fee:** This fee is generally non-refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting one. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

**HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER:**

Applicants who would like to request a Fee Waiver must obtain an application in person at the MTA Exam Information Center as indicated above and must submit the application and required forms by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on how to request an application fee waiver is available with the *Application*.

**ADMISSION LETTER OR NOT QUALIFIED LETTER:**

An **Admission Letter** or a **Not Qualified Letter** will be mailed to you about 10 days before the first date of the practical skills test. If you are qualified and do not receive an *Admission* letter at least 4 days before the first date of the practical skills test, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center. A paper copy of the *Admission letter* is your ticket for admission to the test.

**THE TEST:**

You will be given a competitive practical skills 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.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of applying for the exam, but **must** be requested before the date the eligible list is established.

The practical skills test may require you to perform tasks related to sheet metal work; tool selection and trade materials; safe and proper work practices; and other related areas.

**TEST ADMINISTRATION GUIDELINES:**

**Warning:** Simple calculators are permitted. You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities, such as planners, organizers, etc. are prohibited. If you use any of these devices in the testing site building at any time before, during or after the practical skills test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the practical skills test.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**Required Identification:** You are required to bring (1) form of valid (non-expired) signature and photo-bearing identification to the test site for the competitive practical skills test. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be barred from testing. Acceptable forms of identification (you must bring one) are as follows: State issued driver license, State issued identification card, US Government issued Alien Registration Card, US Government issued Passport, US Government issued Military Identification Card Employer ID with photo, or student ID with photo.

**THE TEST RESULTS:**

If you meet the education and experience requirements and pass the competitive practical skills 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 the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Special Testing Accommodations:** If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious beliefs, follow the instructions included with your *Application* for Examination and mail your request to the address found in the *Correspondence Section* below no later than 30 days prior to the scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body.
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City.
4. Absence due to ordered military duty.
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the *Correspondence Section* below within 60 days of your scheduled test date or make the request within 90 days following termination of your military duty.

**CORRESPONDENCE SECTION:**

**Change of Contact Information:** It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s) and your old and new telephone, mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info](http://www.mymta.info).**

All correspondence, including the submission of your application, must be sent to the address below:

Structure Maintainer – Group D, Exam No. 7610  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the *Application* or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 MTA New York City Transit Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.**

**The MTA New York City Transit is an Equal Opportunity Employer**

**Title Code No. 92346; The Rapid Transit Railroad Service; Group 1 – Per Diem and Per Hour Positions.**