



New York City Transit

# Notice of Examination

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

Exam No. 9611

AMENDED: APRIL 10, 2019

**Application Deadline:**

December 24, 2018

**Type of Test:**

Practical Skills

**Application Fee:**

\$82.00

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

Starting on Monday, April 22, 2019

**THIS NOTICE OF EXAMINATION WAS AMENDED TO CHANGE THE STARTING TEST DATE FROM APRIL 8, 2019 TO APRIL 22, 2019.**

### 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 drawings; 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.

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**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 for Structure Maintainer - Group D is \$30.8124 per hour for a 40-hour work week increasing to \$36.2499 per hour in the sixth year of service. This rate is 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 meet the following requirements:

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:
  - 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. The college or university must be 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 you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the test before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your *Application* fee will **not** be refunded and you will **not** receive a score.

## **REQUIREMENTS TO BE APPOINTED**

**Driver License Requirement:** At the time of appointment, you must have 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, a license suspension or

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an accident record, you may be disqualified. This license must be maintained for the duration of your employment in the title.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**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 Exam Information Center as indicated below.

**MTA 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, 3, or the G train to the Hoyt Street Station.

## REQUIRED FORM(S)

1. **Application:** Make sure that you follow all instructions included with your *Application*, 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 of the cover 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 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 for this examination):** 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, as well as instructions on how to submit this evaluation are listed in 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

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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.

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**HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)**

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, the exam title and exam number.

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

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

**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) General 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 General Exam Regulations.

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

Applicants who wish 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**

An *Admission Letter* will be mailed to you about 10 days before the first date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

If your official mailing address is **not** up to date, please refer to the Correspondence section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

**THE TEST**

You will be given a competitive practical skills test. A score of at least 70% is required to pass this test. Your score on this test will be used to determine your place on an eligible list.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

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

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## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar-powered, numeric only. Calculators with functions other than addition, subtraction, multiplication and division are prohibited. 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 building at any time before, during or after the 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 test.

**Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** 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 denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, IDNYC, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer Identification Card with photo, or Student Identification Card with photo.

**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.

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

## SPECIAL ARRANGEMENTS

**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 your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the first scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the Practical Skills test on the scheduled 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;

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**SPECIAL ARRANGEMENTS (Continued)**

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**

**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:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address.

**If you are a current MTA employee, all changes to your employee contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Structure Maintainer - Group D, Exam No. 9611  
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 Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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