



Notice of Examination

Structure Maintainer – Group B (Mason)

Amended

Exam # 7602

Application Deadline

February 1- February 8, 2017

Type of Test:

Practical Skills

Application Fee:

\$68.00

Test Date: (subject to change)

Starting on Monday, April 3, 2017

This Notice of Examination was amended on January 18, 2017 to re-open filing from February 1 through February 8, 2017, to require mail-only submissions, and to change the test date to start on April 3, 2017. Candidates who previously applied do not need to apply again.

JOB DESCRIPTION:

Structure Maintainers – Group B, under supervision, perform general masonry work in MTA New York City Transit buildings. They install and repair cinder and cement blocks, and ceramic tile; install cement sidewalks and floors; install and repair gratings, ducts, manholes, drains and sewers; mix mortar and concrete, and pour concrete; load, unload and drive motor vehicles; walk and work along tracks and perform flagging duties; and perform related work.

Some of the physical activities performed by Structure Maintainers – Group B and environmental conditions they experience are: crouching while working in confined spaces; walking along subway tracks, stepping over rails (including live third rails); ascending and descending from trains and catwalks to roadbeds; working on scaffolds and lifts; responding to audible signals such as alarms bells, trains whistles, horns and radio conversation; responding to visual signals including distinguishing colored lights; using hand tools; lifting and carrying heavy tools and equipment; and working outdoors in all weather conditions.

Special Working Conditions: Structure Maintainers - Group B may be required to work various shifts including nights, Saturday, 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.

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HOW TO QUALIFY:

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

1. Two and one-half years of satisfactory full-time experience at the journey-level as a mason (i.e., a fully trained knowledgeable, experienced, proficient and competent mason) or a closely-related trade, such as bricklaying, plastering, tile setting or mosaic and terrazzo work; or
2. Two years of satisfactory full-time experience as described in “1” above, plus graduation from a trade school or technical school with a major course of study in masonry or a closely-related trade, totaling 600 hours; or
3. Two years of satisfactory full-time experience as described in “1” above, plus graduation from an accredited college or university with an associate degree or higher with a major course of study in masonry or a closely-related trade; or
4. Two years of satisfactory full-time experience as described in “1” above, plus graduation from a vocational high school with a major course of study in the masonry trade or a closely-related trade; or
5. Completion of a four year, full-time apprenticeship program in the masonry trade or a closely-related trade, recognized by the New York State Department of Labor, the United States Department of Labor or any state apprenticeship council which is recognized by the United States Department of Labor.

Vocational high school, trade school or technical 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).

Only those who meet the education and experience requirements will be summoned to take the practical skills test. 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.

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.

Medical Requirement: Medical guidelines have been established for the position of Structure Maintainer – Group B. You will be examined to determine whether you can perform the essential functions of the position of Structure Maintainer – Group B. 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, 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.

Continued

REQUIREMENTS TO BE APPOINTED (Continued)

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.

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 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* or take screenshots 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 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 and you are not requesting a Fee Waiver, **you must apply by mail**. MTA New York City Transit will not accept applications in person.

Applications by Mail must:

1. Include all 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.
4. Include the appropriate fee in the form of a money order.

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

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 (as indicated above). A paper copy of the Admission Letter is your ticket for admission to the test.

THE TEST:

The test will consist of a competitive practical skills test. A score of at least 70% is required to pass the competitive practical skills test. Your score on the competitive practical skills test will be used to determine your place on the 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 during the time of application period, but **must** be requested before the date when the eligible list is established. Claims for Veterans' Credit cannot be made once the eligible list is established.

The practical skills test may require you to perform tasks related to masonry, tile-setting and other related areas.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are not permitted. 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

TEST ADMINISTRATION GUIDELINES (Continued):

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 if scheduled for the qualifying practical 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 (bring one) are as follows: State issued driver license, State issued identification card, US Government issued Alien Registration 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 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.**

CORRESPONDENCE SECTION (Continued):

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

Structure Maintainer – Group B, Exam No. 7602
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.

The General Examination Regulations of the Dept. 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.

New York City Transit is an Equal Opportunity Employer
Title Code No. 92245; The Rapid Transit Railroad Service; Group 1 – Per Diem and Per Hour Positions.

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Filing Opened: February 1 – February 8 2017