



# Notice of Examination

## Structure Maintainer - Group F ((Sign Painter))

### Exam No. 0610

**Application Deadline:**

December 24, 2019

**Application Fee: \$82.00**

**Type of Test:**

Education and Experience Test  
Paper

#### JOB DESCRIPTION

**Structure Maintainers – Group F**, under supervision, fabricate signs for the direction, information, station identification and guidance of customers and employees. They fabricate metal and vinyl signs using silk screen processes and computer-generated vinyl lettering and digital printing; 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 and carrying heavy materials; using both hands simultaneously to operate machines, and operating pedal-activated machinery.

**Special Working Conditions:** Structure Maintainers – Group F 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 Maintainers – Group F is \$30.81 per hour for a 40-hour week increasing to \$36.24 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 meet the following requirements:

Four years of full-time paid experience at the journey-level as a sign painter, using silk screen and/or computer-generated vinyl lettering processes and digital printing.

**The following types of experience are unacceptable: working as a graphic artist, hand letterer, or sign installer.**

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *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

**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 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 MTA New York City Transit.

## HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. During the application period, additional copies of these documents may be obtained at <http://mta.info/nyct/hr/appexam.htm>, or you may obtain a printed copy of these documents 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 FORMS

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.

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.

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## 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.

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*.

## THE TEST

Your test score will be based on your education and experience as determined by the competitive Education and Experience Test Paper (EETP) that you will submit with your application. You will receive a score of 70 points for meeting the minimum education and experience requirement listed in the “How to Qualify” section above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

### Additional Credit:

- A. **10 points** for at least (1) but less than three (3) years of additional full-time journey-level experience as a sign painter
- B. **20 points** for three (3) or more years of additional full-time journey-level experience as a sign painter
- C. **10 points** if your experience includes a minimum of six (6) months of each of the following: computer generated vinyl lettering, silk screening, and digital printing

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## THE TEST (Continued)

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 percentage of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

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.

## THE TEST RESULTS

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

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, 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, you must do one of the following:

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';
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. **All changes to an MTA employee's 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 F ((Sign Painter)), Exam No. 0610  
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, located at 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 91840; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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