



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
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**SHEET METAL WORKER
Exam. No. 3044
(For City Agencies Only)**

WHEN TO APPLY From: **March 3, 2004** APPLICATION FEE: **\$60.00**
To: **March 23, 2004** Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, June 12, 2004.**

WHAT THE JOB INVOLVES: Sheet Metal Workers under supervision, fabricate, erect, and repair sheet metal structures such as ducts, metal ceilings, tanks, storm louvres, roofs, etc.; lay out, cut, shape, form, rivet, spot weld, solder and sweat tin, copper, brass and all forms of sheet metal; set and erect sheet metal structures such as ducts, louvres, canvas connections, ceilings, dampers, etc.; develop patterns and templates in fabricating complex shapes and forms; repair metal ceilings, roofs, leaders, gutters, etc; do simple rigging in making these repairs; supervise assigned personnel; keep work records and perform related work.

Some of the physical activities performed by Sheet Metal Workers and environmental conditions experienced are: climbing stairs, ladders; standing upright for extended periods of time; using vision to read small numbers and markings on gauges and equipment; using vision and hearing to avoid injury from overhead piping and rotating machinery; communicating orally in a noisy working environment; walking over wet and slippery concrete surfaces; working in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; working in confined areas which may be dusty and dark; lifting metal objects weighing up to 60 pounds; and working outdoors in all kinds of weather.

(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 \$36.08 per hour. This rate is subject to change.

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:

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

1. Five years of full-time experience acquired within the last 15 years as a Sheet Metal Worker; or
2. Three years of such experience acquired within the last 10 years plus sufficient helper or apprentice experience or relevant education acquired in an approved trade or vocational high school to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of helper or apprenticeship experience or relevant education.

Education and Experience Requirements must be met by the last day of the Application Period.

You may be given the test before we check your qualifications.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: Candidates must be able to understand and be understood in English.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 "course-by-course" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the multiple-choice test. The multiple-choice test may include questions on sheet metal fabrication, erection, repair and shop practices; materials, tools, equipment and rigging; pattern and template making; related mathematics, reading comprehension, reports, safety and other related areas. There will also be a qualifying practical test. Candidates who pass the multiple-choice test and meet the education and experience requirements will be scheduled to take the qualifying practical test.

In the practical test, the candidate may be required to demonstrate knowledge and skill in the production of a work sample from a sketch. A grade of 70% or better is required on this practical test.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test and qualifying practical 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.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If, at the time of appointment, you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instruction given to you on the day of the test to indicate your interest in such Selective Certification. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.

Medical Requirement (For Driver License Selective Certification only): Medical guidelines have been established for the position of Sheet Metal Worker. Candidates who are appointed through selective certification for a Driver License will be examined to determine whether they can perform the essential functions of the position of Sheet Metal Worker. 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 (For Driver License Selective Certification only): You must pass a drug screening in order to be appointed.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Sheet Metal Worker in HHC, you must submit a separate application and fee for Exam. No. 3056 from March 3, 2004 through March 23, 2004.

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 the "Application for Examination."

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. 92340; Skilled Craftsman and Operative Service.

For information about other exams, and your exam, or list status, call 212-669-1357.
Internet: nyc.gov/html/dcas