



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

SIGNAL MAINTAINER
Exam. No. 8005
New York City Transit Authority

WHEN TO APPLY: From: June 4, 2008 **APPLICATION FEE: \$60.00**
To: July 22, 2008 Payable by mail by money order to DCAS (EXAMS) or
payable online by credit card, bank card, or debit card.

THE TEST DATE: Practical testing is expected to begin on **Tuesday, January 13, 2009.**

WHAT THE JOB INVOLVES: Signal Maintainers, under supervision, maintain, install, inspect, test, alter and repair the NYC Transit Authority's railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment including all-electric, electro-pneumatic, all-relay and mechanical interlocking machines, centralized traffic control machines, electronic code systems, train identity systems, microprocessors, switch machines, automatic train stops, color light signals and related power and control equipment; keep records; drive motor vehicles; carry tools and equipment; and perform related work.

Some of the physical activities performed by Signal Maintainers and environmental conditions experienced are: working on or near tracks where live high-voltage equipment is present; climbing and descending ladders and stairways; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in inclement weather; carrying tools and equipment; and operating heavy machinery.

Special Working Conditions: Signal Maintainers may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(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 \$27.2675 per hour for a 40-hour work week with increments to \$28.3350 per hour after three years. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return the completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

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

1. Two years of full-time satisfactory experience as an electrician or an electronic technician at the journeyman/journeywoman level (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic), installing, maintaining or repairing electrical, electronic or electro-mechanical systems. For the above journey level experience to be credited, **it must be preceded by** one of the following:
 - A. two years of full-time satisfactory experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
 - B. graduation from a trade school, technical school or vocational high school, approved by a states's Department of Education or comparable agency, with a major course of study in electrical, electronic or electro-mechanical technology, or a closely related field, totaling 600 hours; or
 - C. An A.A.S. degree or higher in electrical, electronic or electro-mechanical technology, or a closely related field 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); or
2. Completion of a four-year full-time apprenticeship in the electrical, electronic or electro-mechanical trade recognized by the New York State Department of Labor, the U.S. department of Labor or any state

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

apprenticeship council which is recognized by the U.S. Department of Labor.

The following are some examples of **acceptable** types of experience: The maintenance and troubleshooting of railroad signaling and track switching equipment, control panels, electro-mechanical systems, low or high voltage electrical equipment and/or control circuitry; automotive electrical equipment, heavy-duty appliances, refrigerators, and air-conditioners; and installation, maintenance, and troubleshooting of Programmable Logic Control Systems or CNC machines.

The following are some examples of **not acceptable** types of experience: assembly-line work; installation or repair of non-electrical mechanical components; maintenance and troubleshooting of small electronic household devices such as VCR's and radios, or hand held electronic devices, pagers, cell phones and beepers; computer help desk troubleshooting; and computer system administration, programing and data processing.

Qualifying experience must have been obtained within the past ten (10) years.

You may be given the practical test before we verify your qualifications. 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.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. Such license must not include any restrictions which would preclude the performance of Signal Maintainers' work.

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

Residency: 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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B, and C. 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 "**document-by-document**" (**general**) 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 practical test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on an eligible list. The practical test may require you to perform tasks related to the installation, testing, maintenance, and repair of electrical, electronic and electro-mechanical systems, including the selection and use of appropriate tools, materials and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; and other related areas.

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 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:

Promotion Test: A promotion examination for this title is being held for eligible New York City Transit Authority employees. The names appearing on the promotion list will be considered first in filling vacancies with the New York City Transit Authority.

Training: Eligibles who are appointed will be required to complete and pass all parts of a training course before the end of an 18-month probationary period. Those probationary employees who do not successfully complete this training course will be terminated.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying

1. **online**, follow the onscreen instructions; or

2. **by mail**, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, NY, NY. 10007

The City of New York is an Equal Opportunity Employer.
Title Code No. 91741; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

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