



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

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**

TRANSIT ELECTRICAL HELPER
Exam. No. 8081
New York City Transit Authority
AMENDED NOTICE - MARCH 25, 2009

WHEN TO APPLY: From: February 4, 2009
To: April 7, 2009
APPLICATION FEE: \$40.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 6, 2009.**

Filing is extended from March 24, through April 7, 2009. The multiple-choice test is expected to be held on **Saturday, June 6, 2009.** Candidates that filed previously need not file again.

The eligible list resulting from this examination may also be used to fill vacancies in the title of **Signal Maintainer Trainee**. Eligibles accepting or declining appointment either as a **Transit Electrical Helper** or as a **Signal Maintainer Trainee** will have their names removed from the eligible list.

WHAT THE JOB INVOLVES: **Transit Electrical Helpers**, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electromechanical and electronic equipment in various New York City Transit Authority departments. **Transit Electrical Helpers** drive motor vehicles to and from work assignments; keep records and write reports; and perform related work.

Under direct supervision, **Transit Electrical Helpers** assist maintainers and maintenance supervisors in one of the following areas:

1. In **Signal Maintenance**, assist **Signal Maintainers** and **Maintenance Supervisors (Signals)**, with their work on railroad signal apparatus, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, related apparatus and some asbestos containing material.
2. In **Lighting Maintenance**, they assist **Light Maintainers** and **Maintenance Supervisors (Lighting)** in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In **Electronic Equipment Maintenance**, they assist **Electronic Equipment Maintainers** and **Maintenance Supervisors (Electronic Equipment)** with their work on electronic communications, closed circuit television and control systems and equipment.
4. In **Elevator and Escalator Maintenance**, they assist **Transit Electromechanical Maintainers** and **Maintenance Supervisors (Elevators and Escalators)** with their work on elevators, escalators, electrically operated drawbridges, and all related electrical and mechanical equipment.
5. In **Ventilation and Drainage Maintenance**, they assist **Transit Electromechanical Maintainers** and **Maintenance Supervisors (Ventilation and Drainage)** in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In **Power Distribution (Third Rail) Maintenance**, they assist **Power Distribution Maintainers** and **Maintenance Supervisors (Power Distribution)** with their work on contact rail power distribution systems, including positive and negative cables, rail connections circuit breakers and related equipment.
7. In **Electrical Power Maintenance**, they assist **Power Maintainers - Group B**, **Power Cable Maintainers** and **Maintenance Supervisors (Electrical Power)** in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optic cables and auxiliary equipment and accessories, work with asbestos-containing material and lead; and drive a truck.
8. In **Telephone Maintenance**, they assist **Telephone Maintainers** and **Maintenance Supervisors (Telephones)** with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and asbestos-containing material.

Signal Maintainer Trainees, under close supervision, receive a course of training both in the class room and on the job, leading to qualification and competency as a **Signal Maintainer** in the installation, maintenance and repair of electrical and electronic equipment in the **Maintenance of Way Division** of the **Department of Subways** of the **New York City Transit Authority**. **Signal Maintainer Trainees** drive motor vehicles to and from work assignments; and perform related work.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; hearing audible signals such as alarm bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; observing colored light signals in tunnels and on elevated tracks and open-cut road beds; differentiating color-coded wires; and working outdoors in all kinds of weather. Transit Electrical Helpers in Electrical Power Maintenance may work in the presence of infectious and biological wastes. All Transit Electrical Helpers and Signal Maintainer Trainees perform related work.

Special Working Conditions: Transit Electrical Helpers and Signal Maintainer Trainees 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 salaries are as follows:

1. Transit Electrical Helpers assisting Power Maintainers - Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) is \$17.3500 per hour for a 40-hour week with an increase to \$18.5900 per hour after one year. After 36 months, the salary increases to \$24.7850 per hour.
2. The current minimum salary for all other Transit Electrical Helpers is \$16.9600 per hour for a 40-hour week with an increase to \$19.2075 per hour after one year. After 36 months the salary increases to \$24.2275 per hour.
3. The current minimum salary for Signal Maintainer Trainee is \$17.9275 per hour for a 40-hour week with an increase to \$19.2075 per hour after one year. Upon advancement to the title of Signal Maintainer the salary increases to \$27.2675 per hour.

These rates are subject to change. In addition, you receive night and weekend differentials, paid holidays, vacations 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:

Experience Requirements: Must be met by the last day of the **Application Period**.

Education Requirements: Must be met by June 30, 2009.

1. Four years of full-time satisfactory experience as a helper in the electrical, electronic, or electromechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduated from a trade school, technical school or vocational high school, approved by a States' Department of Education or comparable agency, with a major course of study in electrical, electronic or electromechanical technology, or a closely related field, totaling 600 hours; or
3. Graduated from a community college with an Associate Degree in electrical, electronic or electromechanical technology or electronics; or completion of at least 60 credits with a specialization in electrical, electronic or electromechanical technology; or
4. A four-year highschool diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization, plus three years of full-time experience as described in option "1" above.

Training and education may be substituted for experience require in "1" above at the following ratios:

- a. One year of acceptable experience will be credited for satisfactory completion of each year of approved trade, technical or vocational high school with a specialization in electrical, electronic or electromechanical technology; or
- b. One year of acceptable experience will be credited for satisfactory completion of each 15 semester credits towards a degree in electrical, electronic or electromechanical technology or electrical, electronic or electromechanical engineering technology, at an accredited college; or
- c. Three months of acceptable experience will be credited for satisfactory completion of each year of high school, which is not credited under "a" above up to a maximum of one year of acceptable experience.

You may be given the 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.

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. 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.

Medical Requirement: Medical guidelines have been established for the positions of Transit Electrical Helper and Signal Maintainer Trainee. You will be examined to determine whether you can perform the essential functions of the position of Transit Electrical Helper or Signal Maintainer Trainee. 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:** Fill out **Sections A, B, C, and D.** 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 are applying by mail,** 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. **If you are applying online,** follow the online instructions.
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.

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 DCAS Examining Service Section, 1 Centre Street, 14th floor, New York, NY, 10007, to obtain a duplicate card.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list. Veteran's credits, if applicable, will be granted only to passing candidates.

The multiple-choice test may include questions on electrical work and equipment in the following areas: basic electrical theory, proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting blueprints and drawings; performing job related calculations; keeping records; and other related areas.

THE TEST RESULTS: If you meet the education and experience requirements, and pass the multiple-choice 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 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."

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for Transit Electrical Helper is one year.

Signal Maintainer Trainee Appointment Conditions: Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York, with a probationary period of 18 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 24 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer.

Selective Certification for Commercial Driver License (CDL): You may be considered for appointment to positions requiring a Commercial Driver License through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions in the Electrical Power Maintenance and Operations Groups. To qualify, you will be required to possess at the time of appointment, either:

1. A Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions.

If you qualify under (2) above you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions as soon as possible after appointment, but no later than six months after appointment. If you have moving violations, license suspension, or an accident record you may be disqualified.

The Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions must be maintained for the duration of employment in the Electrical Power Maintenance and Operations Groups. Candidates interested in Selective Certification should follow the special instructions at the time of the multiple-choice test.

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. 91724; 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