



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO POWER DISTRIBUTION MAINTAINER
Exam. No. 8505
New York City Transit Authority

WHEN TO APPLY: From: **January 2, 2008** **APPLICATION FEE: \$60.00**
To: **January 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: The multiple-choice test is expected to be held on **Saturday, April 12, 2008.**

WHAT THE JOB INVOLVES: Power Distribution Maintainers, under supervision, maintain, install, inspect, test, alter and repair the direct current power distribution cable systems and contact rail systems in the Transit Authority's subways, elevated lines and yards. They install, maintain and inspect contact rail heaters, circuit breakers, third rail end approaches, wooden poles on the right of way, positive and negative cables, wires, relays and switches; inspect and replace insulators, protection boards and protection board brackets; bond negative rails; respond to emergencies and make emergency repairs; dig for and install ducts for cable installations; may perform welding and burning duties as required; drive a motor vehicle to and from work sites and load and unload vehicles as required; and perform related work.

Some of the physical activities performed by Power Distribution Maintainers and environmental conditions experienced are: working on or near tracks having live 600-volt contact rails; walking along tracks in dimly lit areas; moving out of the way of moving trains; climbing and descending ladders; working outdoors in all kinds of weather; operating machinery; and lifting and carrying heavy material.

Special Working Conditions: Power Distribution Maintainers may be required to work 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 \$26.6400 per hour for a 40-hour work week. This rate is subject to change.

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 Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Transit Authority **who on the date of the multiple-choice test:**

1. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Track Worker, or Transit Electrical Helper (only Transit Electrical Helpers employed in the Electrical Power Division or Power Distribution Division); and
2. is not otherwise ineligible.

For this examination only, admission is extended to employees holding the competitive class title of Track Worker.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible

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title who have rehiring rights.)

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

REQUIRED FORM: 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.

REQUIREMENT TO BE PROMOTED:

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test may include questions on the installation, maintenance and inspection of power distribution equipment; tools and electrical measuring devices used in power distribution work; electrical principles and theory; circuit schematics; electrical work including related computations; 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 pass the multiple-choice test and are marked eligible, 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 promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your **department's Human Resources representative** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the application period but on or before the date of the multiple-choice test.

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."

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Make-up Test: You may apply for a make-up test if you cannot take the test on the regular 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;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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. 91737; 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**

