



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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

REQUIRED FORM

APPLICATION FORM

## PROMOTION TO MECHANICAL MAINTAINER - GROUP C Exam. No. 8545 New York City Transit Authority

**WHEN TO APPLY:** From: August 6, 2008  
To: August 26, 2008

**APPLICATION FEE:** \$60.00

Payable by mail by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card or debit card.

**THE TEST DATE:** The practical test is expected to begin on Monday, February 9, 2009.

**WHAT THE JOB INVOLVES:** Mechanical Maintainers - Group C, under supervision, maintain, install, inspect, test, alter and repair shop equipment and machinery in the New York City Transit Authority's bus shops. They maintain, install, inspect, test, alter and repair shop equipment and machinery such as: electro-mechanical, hydraulic, pneumatic and machine shop equipment including cranes, forklifts, hi-los, jacks and conveyors; keep records; and perform related work.

Some of the physical activities performed by Mechanical Maintainers - Group C and the environmental conditions experienced are: working outdoors in all kinds of weather; crouching under equipment and machinery; making visual and tactile inspections of equipment; reading gauges and drawings; climbing into and out of maintenance pits; climbing ladders and structures; operating overhead machinery and cranes; using hand and power tools; listening for warning bells and voices; carrying heavy tools and equipment.

**Special Working Conditions:** Mechanical Maintainers - Group C 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 \$26.3925 per hour for a 40-hour week, with increments to \$28.6450 per hour at the beginning of the 4<sup>th</sup> year. 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](http://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 Application Unit, 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 practical test:**

1. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B; or
2. is not otherwise ineligible

This examination is not open to employees of MaBSTOA or MTA Bus.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

At the time of promotion, you must have completed your probationary period in the eligible title of Maintainer's Helper -Group B, and you must be permanently employed in that eligible title or your name must appear on a Preferred List for that eligible title.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, you must possess either: (1) a Class B Commercial Driver License valid in the State of New York 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.

If you qualify under (2) above, your promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York within 6 months of promotion. The NYCTA plans to give a special training course in truck operation if you are promoted under (2) above. If you fail to successfully complete the special training course in truck operation, including the receipt of a Class B Commercial Driver License valid in the state of New York, you will be returned to your previous title.

If you have serious moving violations, license suspension or an accident record you may be disqualified. The New York State Class B Commercial License must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Mechanical Maintainer - Group C. You will be examined to determine whether you can perform the essential functions of the position of Mechanical Maintainer - Group C. 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 promoted.

**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.

**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, 14<sup>th</sup> floor, New York, NY, 10007, to obtain a duplicate card.

**THE TEST:** You will be given a practical test. A score of at least 70% is required to pass this test. Your score on the practical test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical 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 though the beginning 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 practical test will measure your ability to troubleshoot and repair each of the following: a gasoline and diesel engine; hydraulic and pneumatic track or construction equipment; and the starting, charging and control system of a piece of electrical equipment.

**THE TEST RESULTS:** If you are marked eligible, 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 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 above application period but on or before the date of the practical test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternative test date due to your religious belief, and 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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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, NY, NY. 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 90728; 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](http://nyc.gov/dcas)

