



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET
NEW YORK, NY 10004

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO CAR INSPECTOR Exam. No. 8548 New York City Transit Authority

WHEN TO APPLY: From: May 6, 2009
To: May 26, 2009

APPLICATION FEE: \$60.00
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 Monday, October 12, 2009.

The eligible list resulting from this examination may also be used to fill vacancies in the title of Road Car Inspector. The names of eligibles accepting or declining appointments either as a Car Inspector or a Road Car Inspector will be removed from the eligible list.

WHAT THE JOB INVOLVES: Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, paint, troubleshoot and make repairs and adjustments on any part of the New York City Transit Authority's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road, including subway car body, electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, subway car bodies and associated fixtures, air conditioning and heating equipment, and electrical and electronic control and motor equipment. They maintain and repair subway car washers and shop equipment; operate and maintain lifting and carrying equipment associated with the placement and removal of subway cars and subway car parts; keep records and prepare reports; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Car Inspectors are: working outdoors in all kinds of weather; crouching under subway cars in maintenance pits; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; climbing into and out of maintenance pits; using hand tools; hearing warnings (bell, whistle and vocal); and carrying heavy tools and equipment.

Road Car Inspectors, under supervision, detect trouble on any part of the New York City Transit Authority's multiple-unit subway cars and subway service cars on the road and in terminals, including subway car body and truck equipment, subway car body and truck brake rigging, electrical and pneumatic brake equipment, and electrical and electronic control and motor equipment. They make necessary repairs to keep subway cars in service or enable them to be moved to sidings or terminals; keep records and prepare reports; drive a motor vehicle; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Road Car Inspectors are: working outdoors in all kinds of weather; crouching under subway cars along trackways; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; using ladders to climb up to and descend from trackways; working on elevated structures; operating heavy machinery and equipment; using hand tools; hearing warnings (bell, whistle and vocal); carrying tools and equipment; communicating verbally with crew and passengers regarding train troubles experienced on the road; and carrying heavy tools and equipment.

Special Working Conditions: Car Inspectors and Road Car Inspectors may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in these positions and does not include all the duties of these positions.)

THE SALARY: The current minimum salary for Car Inspector is \$27.6550 per hour for a 40 hour week. The current minimum salary for Road Car Inspector is \$30.6800 per hour for a 40 hour week. These rates are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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 first date of the practical test:**

1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B, in the Division of Car Equipment, and has been permanently employed in such title for not less than one year; or
2. has satisfactorily completed the 3-year Transit Electrical Apprentice program in subway car maintenance; and is employed in the Division of Car Equipment; and
3. is not otherwise ineligible.

(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:

From the competitive title of Maintainer's Helper - Group B: 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 title or your name must appear on a Preferred List for that eligible title.

From the non-competitive title of Transit Electrical Apprentice: At the time of promotion, you must be or must have been employed in the title of Transit Electrical Apprentice.

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 (For Road Car Inspector promotion only): At the time of promotion, 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. Some assignments may require a Class B Commercial Driver License.

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, 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 this 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 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 practical test may require you to perform tasks that demonstrate your knowledge of electrical, electronic, mechanical and pneumatic principles and devices by: installing, testing and repairing of such devices; reading and understanding electrical and mechanical manuals and drawings; safe work practices and procedures; and other related tasks.

THE TEST RESULTS: If you pass the practical 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 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 alternate 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."

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, New York , NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 33716; 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