



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

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO TRANSIT ELECTRO-MECHANICAL MAINTAINER Exam. No. 8560 New York City Transit Authority SECOND AMENDED NOTICE - APRIL 8, 2009

WHEN TO APPLY: From: November 5, 2008 **APPLICATION FEE:** \$60.00
To: November 25, 2008 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: Practical testing is expected to begin on Monday, May 4, 2009.

This Notice of Examination is amended to change the type of test in the “Eligibility to Take Examination” section from a multiple-choice test to a practical test.

The eligible list resulting from this examination may be used to fill Transit Electro-Mechanical Maintainer vacancies in one of the following areas: Ventilation and Drainage, Heating and Air Conditioning and Elevator and Escalator Maintenance. Eligibles accepting or declining an appointment in either Ventilation and Drainage, Heating and Air Conditioning and Elevator and Escalator Maintenance, will have their names removed from the eligible list.

WHAT THE JOB INVOLVES: Transit Electro-Mechanical Maintainers, under supervision, maintain, inspect, test, alter and repair all electro-mechanical equipment of the New York City Transit Authority’s Maintenance of Way Division, including swing bridges and all such equipment in elevated and surface stations, shops, buildings and yards. They work from schematic diagrams and technical manuals; troubleshoot control system problems; operate power machine tools, portable power tools and hand tools; solder and braze; keep records, prepare and submit reports; perform mathematical calculations; drive motor vehicles to and from job sites; load and unload tools, equipment and materials; fabricate parts; and perform related work. Transit Electro-Mechanical Maintainers work in one of the following areas:

Ventilation and Drainage: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter, replace and/or repair: equipment and components such as generators, motors, electromechanical relays, Programmable Logic Controllers (PLCs), limit switches, pumps, fans, valves, wiring, heaters, compressors, gasoline and diesel engines and sewage ejectors; and perform related work

Heating and Air Conditioning: Transit Electro-Mechanical Maintainers maintain, install, clean, adjust, overhaul, repair and inspect: air conditioners and components such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves; and boilers, furnaces and components such as boiler sections, heaters, radiators, piping, pumps, motors and electrical and electronic controls and valves; and perform related work.

Elevator and Escalator Maintenance: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter and repair electrical and mechanical equipment such as elevator cabs, doors and door control equipment, escalator step treads, elevator and escalator control equipment; and perform related work.

Some of the physical activities performed by all Transit Electro-Mechanical Maintainers and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks near live third rails and tripping hazards; clearing work areas in readiness for approaching trains; reaching into dark spaces to make tactile inspections; crouching while working in confined spaces; crouching and stooping to reach equipment being repaired; working in confined areas and wearing required apparatus (safety harness, lifeline and Scott air pack) while working in those areas; performing work in a crouched position for long periods of time; working at heights and lifting heavy material and equipment; depending on assignment, lifting equipment overhead; making visual inspections of equipment; climbing and descending ladders and stairs; loading, unloading and driving utility trucks or vans; distinguishing colors of lights and wires; reading gauges and drawings; using hand tools; and responding to sounds and warning bells.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

THE SALARY: The current minimum salary is \$26.3925 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe that 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. 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 Transit Electrical Helper working in Ventilation and Drainage, Heating and Air Conditioning or Escalator and Elevator Maintenance; or
2. is employed, or has been employed, in the non-competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in Ventilation and Drainage, Heating and Air Conditioning or Escalator and Elevator Maintenance; 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 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: At the time of 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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement:

1. At the time of promotion, you must have 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.
2. In addition, some assignments require you to possess at the time of promotion either a:
 - a. Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions which would preclude performing the assignment; or
 - b. 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 which would preclude performing the assignment.

The Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions as described above, must be obtained within six months of appointment to such assignment, and must be maintained for the duration of your employment.

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, 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 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 practical test will measure your ability 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.

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.

ADDITIONAL INFORMATION:

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 with the permanent title of Transit Electrical Helper, who do not successfully complete this training course, will be returned to their previous title. Those probationary employees from the title of Transit Electrical Apprentice, who do not successfully complete this training course, will be terminated from the title of Transit Electro-Mechanical Maintainer.

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.

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. 90846; 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