



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 MAINTENANCE SUPERVISOR (CAR EQUIPMENT)

Exam. No. 8581

New York City Transit Authority

WHEN TO APPLY: From: June 3, 2009
To: June 23, 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: The multiple-choice test and qualifying essay test are expected to be held on **Saturday, October 17, 2009.**

WHAT THE JOB INVOLVES: At Assignment Level I: under supervision, Maintenance Supervisors (Car Equipment) supervise Inspectors, Maintainers and Helpers who 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; supervise Cleaners performing the cleaning of subway cars and facilities in shops, yards and terminals; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Car Equipment) and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks, stepping over rails (including live third rails); climbing and walking on elevated structures; crouching under subway cars in maintenance pits; making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; climbing in and out of pits; and hearing warnings (bell, whistle, and vocal).

Special Working Conditions: Maintenance Supervisors (Car Equipment) 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 \$67,677 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

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 the required form. 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 multiple-choice test**, is:

1. permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Car Inspector, Road Car Inspector, Car Maintainer-Group B, or Car Maintainer-Group C, or in the title of Electronic Equipment Maintainer working in the Car Maintenance Division; and
2. not otherwise ineligible.

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 multiple-choice 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.

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

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 an eligible title or your name must appear on a Preferred List for an eligible title.

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.**

THE TEST: You will be given a multiple-choice test and a qualifying essay test. The tests will be given in a single session on the same day. A score of at least 70% is required to pass each test. Your score on the multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%.

You must pass both the multiple-choice test and the qualifying essay 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 inspection and repair procedures of multiple-unit cars, service cars and locomotives; the ability to trouble shoot or lead a group of maintainers in major trouble shooting, complex repair or emergency operations; ability to exercise effective supervision; ability to apply supervisory methods and practices and administrative procedures in accordance with New York City Transit Authority rules and regulations; knowledge of safety procedures, rules and regulations; and other related areas.

The qualifying essay test will require candidates to write one or more reports based on information provided on the day of the test. Candidates will be evaluated on their ability to write concisely, comprehensively and clearly using good grammatical form. Only those candidates who achieve a passing score on the multiple-choice test will have their qualifying essay test rated.

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 RESULTS: If you pass the multiple-choice test and the qualifying essay 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 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 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. 91875; The Rapid Transit Railroad Service; Group II - Per Annum Positions.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas