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

# NOTICE OF EXAMINATION

## REQUIRED FORMS

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

**CAR MAINTAINER – GROUP A**  
**Exam. No. 9049**  
**New York City Transit Authority**

**WHEN TO APPLY: From: August 4, 1999 APPLICATION FEE: \$45.00**  
**To: August 24, 1999 Payable only by money order to D.C.A.S.(EXAMS)**  
**THE TEST DATE: The multiple-choice test is expected to be held on Saturday, November 13, 1999.**

**WHAT THE JOB INVOLVES:** Car Maintainers – Group A maintain and repair subway car bodies by: performing the necessary welding, cutting, burning, brazing, sheet metal work, forge work and carpentry work; repairing or replacing the metal interior and exterior panels of subway car bodies; removing and replacing air conditioners and their component parts; removing and replacing generators, motors, draft gears, electrical boxes converters, knife switches, fuse boxes; removing and replacing seats and seat backs, glass panels, stanchions, flooring and light fixtures; repairing pantograph gates and springs, door operators and mechanical linkages; stripping and dressing subway cars; and unhooking hoses and linkages. On the road, they work on subway cars involved in collisions and derailments. They perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

Some of the physical activities performed by Car Maintainers – Group A and environmental conditions experienced are: lifting and carrying supplies, equipment and materials; climbing and descending train tracks or catwalks; crawling under subway cars in maintenance pits; reaching into dark spaces and making tactile inspections; making visual inspection of equipment; using hand and power tools; distinguishing colors; reading gauges and drawings; and hearing warnings (bells and vocal).

(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 appointment rate is \$19.9525 per hour for a 40-hour week. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan. If an initial classroom-training period is required, the rate of pay will be \$5.15 per hour during this period, which will not exceed 40 hours.

**HOW TO APPLY:** If you believe you meet the requirements in the “How to Qualify” section, refer to the "Required Forms" section for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

### HOW TO QUALIFY:

**Education and Experience Requirements:** By the last day of the Application Period you must have:

1. Four years full-time satisfactory experience at the mechanic level working from drawings and sketches in at least two of the following areas:
  - a. fabrication of steel enclosures and assemblies from steel plates and shapes;
  - b. electrical and acetylene welding and cutting of heavy gauge metal;
  - c. forge and incidental sheet metal work, using all appropriate tools and power equipment; or
2. Three years of full-time satisfactory experience at the mechanic level in the repair or replacement of mechanical equipment and/or structural parts on subway or railroad cars or two years of such experience plus graduation from a vocational high school after completing a course of study in a technical area; or
3. Three years of full-time satisfactory experience as described in "1" above, plus graduation from a vocational high school after completing a course of study in a technical area; or

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

4. Completion of a four-year full-time apprenticeship program in the sheet metal trade recognized by the N.Y. State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor.

You may be summoned for the test before we check your qualifications.

**Drug/ Alcohol Screening Requirement:** You must pass a drug/alcohol screening in order to be appointed.

**Medical Requirement:** You will be required to undergo a medical examination.

**Residency:** City Residency is not required for this position.

**English Requirement:** Candidates must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

#### **REQUIRED FORM(S):**

- (1) **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.
- (2) **Educational and Experience Test Paper :** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. This form must be filled out completely and in detail for you to receive proper credit. Keep a copy of your completed Education and Experience Test Paper for your records.
- (3) **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed in the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document by document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**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, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

**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 be used to determine your place on an eligible list.

The multiple-choice test may include questions on: procedures used in the fabrication of steel and heavy metal enclosures, assemblies and shapes, including the proper use of tools and equipment; the proper use of welding techniques including the proper use of welding tools and equipment; job related mathematics; the reading and interpretation of drawings and sketches; the bending, rolling and cutting of sheet metal; the use of various measuring devices, such as vernier calipers, dial indicators, rulers and gauges; safe work practices and procedures; and other related areas.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

**Promotion Test:** A promotion examination for this title is being held for eligible New York City Transit Authority employees. The names appearing on the promotion list will be considered first in filling vacancies.

**SPECIAL TEST ACCOMODTAIONS:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, 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 Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, New York, NY.

The City of New York is an Equal Opportunity Employer  
Title Code No. 91801; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

For Recorded Information about Examinations for Other City Jobs, Call 212-487-JOBS  
Internet: [www.ci.nyc.ny.us/html/dcas/home.html](http://www.ci.nyc.ny.us/html/dcas/home.html)