



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

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

CAR MAINTAINER - GROUP B
Exam. No. 5018
New York City Transit Authority

WHEN TO APPLY: From: November 2, 2005 **APPLICATION FEE: \$60.00**
To: November 22, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: Car Maintainers - Group B, under supervision, perform machine shop work related to the maintenance, alteration, and repair of subway cars. They operate lathes, milling machines, boring mills, shapers, drill presses and surface grinders; machine wheel seats on subway car axles; bore subway car wheels to fit axle seats; recondition journal bearings; cut new teeth for gear blank; cut internal and external threads; make complex machined parts; drill holes; grind metal surfaces; keep records; may be assigned to inspect new equipment and material at manufacturing plants; and perform related work.

Some of the physical activities performed by Car Maintainers - Group B and environmental conditions experienced are: lifting and carrying supplies, equipment, and material weighing up to 100 pounds; reading gauges, blueprints, and drawings; using power-operated and computerized machinery; distinguishing color-coded lights on such machinery; hearing warning signals and bells; using hand tools and operating machine-shop machinery requiring finger dexterity; and working on or near tracks where live high-voltage equipment is present.

(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 \$24.9450 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the application period** you must have:

1. Four years of full-time satisfactory experience at the mechanic level as an all around machinist in a machine shop, on machine and bench work, including experience on the lathe, milling machine, surface grinder, shaper, boring mill, and drill press; or
2. Three years of full-time satisfactory experience as described in "1" above, plus:
 - a) Graduation with a major sequence of courses of study in machine shop technology and tools from a trade school, technical school or vocational high school approved by a state's Department of Education or comparable governmental agency; or
 - b) An associate degree from an accredited college with a major sequence of courses in machine shop technology and tools; or
 - c) Two years of full-time satisfactory experience as a machinist's helper; or
3. Completion of a four-year full-time apprenticeship in the machinist trade recognized by the New York State Department of Labor, the US Department of Labor or any state apprenticeship council which is recognized by the US Department of Labor.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Medical Requirement: Medical guidelines have been established for the position of Car Maintainer - Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Car Maintainer - Group B. 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 appointed.

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.

Residency: City residency is not required for this position.

REQUIRED FORMS:

- (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) **Education 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, A.1, A.2, A.3, and B. This form must be filled out completely and in detail for you to receive your proper rating. **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 on 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.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After the minimum requirements are met, you will receive additional credit up to a maximum of 100 points for experience on the following basis:

- a) 10 points for at least (1) but less than (3) years of full-time satisfactory experience as described in the Acceptable Experience paragraph below; or
- b) 20 points for at least (3) but less than (5) years of full-time satisfactory experience as described in the Acceptable Experience paragraph below; or
- c) 30 points for at least (5) or more years of full-time satisfactory experience as described in the Acceptable Experience paragraph below.

Acceptable Experience: Operating machine shop machinery including lathes, milling machines, boring mills, shapers, drill presses and surface grinders; reading technical drawings for fabrication purposes; using machinist tools and measuring instruments; performing as an all around machinist in a machine shop on machines and at the work bench.

You will receive a maximum of one year of experience points for each year you worked. If you have any of the above experience on a part-time basis, it will be recorded according to the equivalent percent of full-time experience. Experience used to meet the qualification requirements cannot be used to gain additional points. Experience must be gained by the **last day of the Application Period.**

There will also be a qualifying practical test. If you pass the education and experience test, you will be scheduled to take the practical test as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the education and experience test will be scheduled for the practical test. The practical test will require candidates to complete assigned work within specified tolerances, and in a safe manner, using a lathe, milling machine and machine shop tools and equipment, according to the specifications on a drawing.

THE TEST RESULTS: If you pass the education and experience 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 pass the qualifying practical test and meet all other requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 92605; 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