



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

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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

ELECTRONIC EQUIPMENT MAINTAINER
Exam. No. 6103
New York City Transit Authority
AMENDED NOTICE - January 24, 2007

WHEN TO APPLY: From: December 6, 2006 **APPLICATION FEE: \$60.00**
To: February 27, 2007 *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, June 2, 2007.

This Notice of Examination is amended to:

1. Extend the filing from January 23, 2007 to February 27, 2007,
2. Change the salary from \$26.6775 per hour to \$28.5775 per hour with an increase to \$29.5775 on December 15, 2007, and
3. Change the multiple-choice test date from Saturday, April 14, 2007 to Saturday, June 2, 2007.

WHAT THE JOB INVOLVES: Electronic Equipment Maintainers, under supervision, maintain, install, inspect, test, alter and repair electronic wireless and wired communication systems, and digital and analog control equipment and systems in the shop or in the field, including clocks, radio transmitters and receivers, public address equipment, closed circuit television systems, automatic train control and indication systems, and other electronic equipment; perform circuit testing, analysis, and fault identification; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Electronic Equipment Maintainers and environmental conditions experienced are: distinguishing colors to troubleshoot complex equipment; accurately distinguishing shapes under poorly lit working conditions; moving out of the way of moving trains and motor vehicles; working on or near tracks having live 600-volt contact rails; walking along the track in dimly lit areas; and working outdoors in all kinds of weather.

Special Working Conditions: Electronic Equipment Maintainers may be required to work 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 \$28.5775 per hour for a 40-hour week, with an increase to \$29.5775 per hour on December 15, 2007. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan.

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:

Three years of experience as a journeyman/ journeywoman (i.e., a fully-trained knowledgeable, experienced, proficient and competent technician), maintaining, testing, trouble-shooting, calibrating and repairing complex electronic equipment employing analog and digital circuitry. For the above journey level experience to be credited, it must be **preceded by** one of the following:

1. two years of full-time experience as a technician, technician's helper, apprentice or trainee performing or assisting in the work described above; or
2. graduation from a trade school, technical school, or vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in maintaining, testing, trouble-shooting, calibrating and repairing complex electronic equipment employing analog and digital circuitry, or post secondary education, totaling 600 hours; or
3. graduation from an accredited college or university with an A.A.S. degree, or a higher degree, in electrical or electronic technology, or electrical engineering.

You may be given the multiple-choice test before we review your qualifications. 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: By the time you are appointed to this position, 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.

Medical Requirement: Medical guidelines have been established for the position of Electronic Equipment Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Electronic Equipment Maintainer. 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 perform the essential functions of the job.

Drug screening Requirement: You must pass a drug screening test in order to be appointed.

Residency: City residency is not required for this position.

English Requirement: You 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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B and C. 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: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on the installation, diagnosis, maintenance and repair of complex electronic and electrical equipment, including communications equipment; the proper use of electronic testing equipment, hand tools, and other repair equipment; principles of the electronic and electrical trades; reading and interpreting schematics and technical manuals; relevant Federal Communication Commission rules, regulations and operating procedures; safe work practices and procedures in electronic and electrical repair shops; and other related areas.

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, Manhattan, to obtain a duplicate card.

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

ADDITIONAL INFORMATION:

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

SPECIAL ARRANGEMENTS:

Special Test accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due your religious belief, 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 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. 91739: 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