



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

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Mayor

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**NOTICE  
OF  
EXAMINATION**

**PROMOTION TO CAR MAINTAINER - GROUP B  
Exam. No. 5568  
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 you are eligible to take this examination, refer to the "Required Forms" section below for the forms that you must fill out. Return the 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.

**ELIGIBILITY TO TAKE EXAMINATION:**

This examination is open to each employee of the New York City Transit Authority who **on the last day of the application period:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B employed in the Car Equipment Division; and
- (2) 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 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

### **ELIGIBILITY TO BE PROMOTED:**

In order to be eligible for 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 at the time of promotion.

**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 promoted.

### **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 Section 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.**

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the eligibility 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
- ©) 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 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. 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 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 pass the qualifying practical test and meet all other requirements and conditions, you will be considered for promotion 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.

**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 test.

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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 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](http://nyc.gov/dcas)**