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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

**PROMOTION TO CAR MAINTAINER – GROUP F**  
Exam. No. 9538  
New York City Transit Authority

**WHEN TO APPLY:** From: September 1, 1999    **APPLICATION FEE: \$45.00**  
To: September 21, 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, December 18, 1999.**

**WHAT THE JOB INVOLVES:** Car Maintainers – Group F maintain, install, test, alter and repair subway car trucks, including brake rigging, wear plates, shoe beams and other truck parts. They mechanically connect and disconnect trucks to and from subway car bodies; remove and reinstall motors, wheels, brake rigging, wear plates, brake shoes, journal bearings and shoe beams; lubricate gear cases, motor couplings and journal boxes; adjust car body height, brake shoes and rigging, shoe beams, and motor couplings; work from drawings and keep records and make reports; and 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 F and environmental conditions experienced are: working outdoors in all kinds of weather; crouching under subway cars in maintenance pits; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; reading gauges and prints; climbing into and out of maintenance pits; using hand tools; hearing warnings (bell, whistle and vocal); and carrying tools and equipment.

(This is a brief description of what you might do in this position and does not include all the duties of the position.)

**THE SALARY:** The current minimum salary is \$19.9525 per hour for a 40-hour 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 for the form(s) that you must fill out. Return all completed forms to the above address **by mail only**. Applications will not be accepted in person.

**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:

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the title of Maintainer’s Helper – Group B in the Division of Car Equipment; and
- (2) is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with **your department’s personnel office**. If you are marked “not eligible”, your application fee will not be refunded.

You may be given the test before we review your eligibility.

**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 such title at the time of promotion.

**REQUIREMENTS TO BE APPOINTED:**

**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.

**REQUIRED FORM:**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

**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.

**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 determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice 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 the City of New York in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time off payroll may affect seniority credits. The multiple-choice test may include questions on the application of mechanical procedures; the selection and use of heavy mechanical equipment, power tools and hand tools; arithmetical computations; taking measurements using gauges and other measuring devices; reading and interpreting technical drawings and sketches; safe working practices and procedures; and other related areas.

**THE TEST RESULTS:** If you pass the multiple-choice 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 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.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your **department's personnel office** 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.
- (2) You are appointed to an eligible title 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, follow the instructions included with the "Application for Examination."

**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:

- (a) compulsory attendance before a public body;
- (b) on-the-job injury or illness caused by municipal employment;
- (c) absence for one week following the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner;
- (d) absence due to ordered military duty; or
- (e) 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, 2 Washington Street, 17<sup>th</sup> floor, New York, NY 10004 in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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.

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)

