



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

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO MECHANICAL MAINTAINER - GROUP B
Exam No. 0520

New York City Transit Authority

WHEN TO APPLY: From: **August 2, 2000** **APPLICATION FEE: \$45.00**
 To: **September 26, 2000** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The practical test is expected to begin on November 6, 2000.

WHAT THE JOB INVOLVES: Mechanical Maintainers - Group B maintain, install, inspect, test, alter and repair elevators, escalators, electrically operated drawbridges and all allied electrical and mechanical equipment, including but not limited to generators, motors, electrical control equipment, elevator cabs, step treads, escalator drive chains, elevator hoist cables, elevator cab and hatch doors and door control equipment; drive trucks and vans; load and unload tools, equipment and material; keep records; prepare 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 Mechanical Maintainers - Group B and environmental conditions experienced are: working outdoors in all kinds of weather; working in dark confined spaces; crouching and stooping to reach equipment to be repaired; reaching into dark spaces to make tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and drawings; climbing onto elevator cabs; using hand tools and equipment weighing up to 40 pounds; and driving vans to various job sites.

(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 \$20.9500 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "Eligibility To Take Examination" section, refer to the "Required Forms" section for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE THE EXAMINATION: This examination is open to each employee of the Elevator and Escalator Subsection of the Division of Stations of the New York City Transit Authority **who on the first date of the practical test:**

1. is permanently (not provisionally) employed in or appears on a preferred list for the title of Transit Electrical Helper in Escalator and Elevator Maintenance (formerly Mechanical Maintainer's Helper - Group B), or Maintainer's Helper - Group B; 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 an eligible title as indicated in the above "Eligibility to Take the Examination" section, and you must be permanently employed in an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENT(S) TO BE APPOINTED:

Driver License Requirement: At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension, or accident record may disqualify. This license must be maintained for the duration of employment.

REQUIRED FORM(S):

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 New York City Department of Citywide Administrative Services, Examining Service Section, 1 Centre Street, 14th floor, Manhattan to obtain a duplicate card.

THE TEST: You will be given a practical test. A score of at least 70% is required to pass the test. Your score on this test will be used to determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical 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 first date of the practical test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

At the practical test, candidates will be expected to demonstrate: knowledge of tools, materials and safe working methods; skill in the electrical repair of elevators and escalators using schematics; ability to use test equipment relevant to elevator and escalator work; and to read electrical and mechanical drawings and prints.

THE TEST RESULTS: If you meet the eligibility requirements and pass the practical 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:

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 agency's personnel office** to determine the procedure for filing a late application if you meet one or both 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 stated application period, but on or before the first day of the practical test.

Special Test Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to 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, New York, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 90727; 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.nyc.gov/html/dcas**

