



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

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ROAD CAR INSPECTOR
Exam. No. 9563
New York City Transit Authority

WHEN TO APPLY: From: **September 1, 1999** **APPLICATION FEE: \$50.00**
 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, January 8, 2000.**

The eligible list resulting from this examination may also be used to fill vacancies in the titles of Car Inspector and Car Maintainer - Group E. Eligibles accepting or declining appointments either as Road Car Inspector, Car Inspector or Car Maintainer - Group E will have their names removed from the eligible list.

WHAT THE JOB INVOLVES: Road Car Inspectors detect troubles on any part of the multiple-unit cars and service cars on the road and in terminals, including car body and truck equipment, car body and truck brake rigging, electrical and pneumatic brake equipment, and electrical and electronic control and motor equipment; make necessary repairs to keep cars in service or enable them to be moved to sidings or terminals; keep records and prepare written reports; and perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

Car Inspectors inspect, test, lubricate, troubleshoot and make repairs and adjustments on any part of the multiple-unit cars and service cars in the car shops and terminals and on the road including car body electrical, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, and electronic control and motor equipment; keep records and prepare written reports; and perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

Car Maintainers - Group E maintain, inspect, test, alter and repair multiple-unit cars and service cars, particularly the electrical and electronic equipment, including door controls, heaters, motors, resistors, lights, controllers, switches, circuit breakers and associated auxiliary apparatus and circuits; maintain shop electrical equipment; keep records and prepare written 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 Road Car Inspectors, Car Inspectors and/or Car Maintainers - Group E, and environmental conditions experienced are: working outdoors in all kinds of weather; crouching under subway cars along trackways; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; using ladders to climb up to and descend from trackways; climbing into and out of maintenance pits; working elevated structures; operating heavy machinery and equipment; using hand tools; hearing warnings (bell, whistle and vocal); carrying tools and equipment; communicating verbally with crew and passengers regarding train troubles experienced on the road; and driving a motor vehicle.

(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 for Road Car Inspector is \$22.24 per hour for a 40-hour week. The current minimum salary for Car Inspector and Car Maintainer - Group E is \$19.9525 per hour for a 40-hour week. These rates are 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 form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 for, the title of Maintainer's Helper - Group B in the Division of Car Equipment;
2. has been permanently employed in such title for not less than one year; and
3. 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 qualifying multiple-choice test before we review your eligibility.

THE TEST: You will be given a qualifying multiple-choice test and a competitive education and experience test. Your score on the competitive education and experience test will determine 100% of your final score. A score of 70 is required to pass the education and experience test. The qualifying multiple-choice test may include questions on electrical, electronic, mechanical and pneumatic principles and devices; the installation, testing, maintenance and repair of such devices; reading and understanding electrical and mechanical manuals and drawings; safe work practices and procedures; and other related areas.

A score of 70 is required to pass the qualifying multiple-choice test. Only those candidates who pass the qualifying multiple-choice test will have their Education and Experience Test Papers rated. On the education and experience test, you will receive 70 points for meeting the eligibility requirements.

You will receive up to 30 additional points for experience on the following basis:

- a. 5 points for each year of full-time satisfactory supervisory experience in any of the fields described in the paragraph below.
- b. 5 points for each year of full-time satisfactory experience at the mechanic level as described in part (b) of the paragraph below.
- c. 4 points for each year of full-time satisfactory experience at the mechanic level as described in part (a) of the paragraph below.

Acceptable types of experience: Working from drawings performing either (a) construction, installation, inspection, trouble shooting, repair and maintenance of complex electrical, electronic or electromechanical equipment such as elevators, industrial or commercial air conditioning or refrigeration equipment, radar equipment or commercial electronic equipment; or (b) electrical, electromechanical or electronic testing, maintenance, troubleshooting, and repair of multiple-unit electrical railroad cars or diesel cars or diesel-electric locomotives.

Experience must be gained by the last day of the Application Period.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date on which the qualifying multiple-choice test is expected to be given. 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 RESULTS: If you meet the eligibility requirements and pass the qualifying multiple choice test, your name will be placed in 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.

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 examination number in the box at the top of the 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.

REQUIREMENTS 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.

Some assignments may require a Commercial Driver License.

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 “Eligibility To Take Examination” section, and you must be permanently employed in such title at the time of promotion.

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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 the following condition:

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.

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;
- e. a clear error for which the Department of Citywide Administrative Services is responsible.

To request a make-up test, contact the Examining Service Division, 2 Washington Street, 17th floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 33717; 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.ci.nyc.ny.us/html/dcas/home.html**