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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)

**NOTICE  
OF  
EXAMINATION**

**SIGNAL MAINTAINER TRAINEE  
Exam. No. 6068  
New York City Transit Authority**

**WHEN TO APPLY:** From: February 7, 2007      **APPLICATION FEE: \$35.00**  
To: March 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 23, 2007.**

**The eligible list resulting from this examination may also be used to fill vacancies in the title of Transit Electrical Helper. Eligibles accepting or declining appointment either as a Signal Maintainer Trainee or as a Transit Electrical Helper will have their names removed from the eligible list.**

**WHAT THE JOB INVOLVES:**

**Signal Maintainer Trainees**, under close supervision, receive a course of training both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of the New York City Transit Authority; drive motor vehicles to and from work assignments; and perform related work.

**Transit Electrical Helpers**, under direct supervision, assist maintainers and supervisory employees in the installation, maintenance, testing and repair of electrical, electromechanical and electronic equipment in various New York City Transit Authority departments; drive motor vehicles to and from work assignments; keep necessary records and write reports; and perform related work.

Some of the physical activities performed by Signal Maintainer Trainees and Transit Electrical Helpers, and environmental conditions experienced are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; hearing audible signals such as alarm bells, train whistles and horns; working in confined areas; lifting material and equipment weighing up to 60 pounds; observing colored light signals in tunnels and on elevated tracks and open-cut road beds; differentiating color-coded wires; and working outdoors in all kinds of weather. Transit Electrical Helpers in Electrical Power Maintenance may work in the presence of infectious and biological wastes.

**Special Working Conditions:** Signal Maintainer Trainees 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 for Signal Maintainer Trainees is \$17.3225 per hour for a 40-hour week with an increase to \$19.2075 per hour after one year. The current minimum salary for Transit Electrical Helpers is \$16.3850 per hour for a 40-hour week with an increase to \$18.1700 per hour after one year. Transit Electrical Helpers assisting Power Maintainers - Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) shall be paid at the following rates: current minimum rate is \$16.7625 per hour for a 40-hour week with an increase to \$18.5900 per hour after one year. These rates are 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:** Education requirements must be met by **June 30, 2007**. Experience requirements must be met by the **last day of the application period**. Following are the education and experience requirements for this examination:

1. four years of full-time satisfactory experience as a helper in the electrical, electronic, or electromechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. graduation from an approved trade school, technical school, vocational high school, or post-secondary education totaling 600 hours with a specialization in electrical, electronic or electro-mechanical technology; or
3. graduation from a community college with an Associate Degree in electrical technology or electronics; or completion of at least 60 credits with a specialization in electrical or electro-mechanical technology, or electronics; or

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4. a four-year high school diploma or its equivalent plus three years of full-time experience as described in option "1" above.

Training and education may be substituted for experience required in "1" above at the following ratios:

- a. one year of acceptable experience will be credited for satisfactory completion of each year of approved trade, technical or vocational high school with a specialization in electrical, electronic or electromechanical technology; or
- b. one year of acceptable experience will be credited for satisfactory completion of each 15 semester credits towards a degree in electrical, electronic or electromechanical technology or electrical or electronic engineering technology, at an accredited college; or
- c. three months of acceptable experience will be credited for satisfactory completion of each year of high school, which is not credited under "A" above up to a maximum of one year of acceptable experience.

You may be given the test before we verify 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.

**Driver License Requirements:** At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

**Medical Requirement:** Medical guidelines have been established for the position of Signal Maintainer Trainee and Transit Electrical Helper. Candidates will be examined to determine whether they can perform the essential functions of the position of Signal Maintainer Trainee or Transit Electrical Helper. 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 appointed.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates 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 electrical work and equipment in the following areas: basic electrical theory, proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting blueprints and drawings; performing job related calculations; keeping records; 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.

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**ADDITIONAL INFORMATION:**

**Signal Maintainer Trainee Appointment Conditions:** Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York, with a probationary period of 30 months. At the end of 18 months of satisfactory training and service, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer. Those who do not successfully complete this program may be terminated. The Trainee service may be extended to a maximum of 24 months and the probationary period can also be extended for a corresponding duration. The last 12 months of probationary service will be served in the higher title. If you fail probation at any point, your services will be terminated.

**Selective Certification for Commercial Driver License (CDL):** You may be considered for appointment to positions requiring a Commercial Driver License through a process called selective certification. If you qualify for selective certification, you may be given preferred consideration for such positions in the Electrical Power field. To qualify, you will be required to possess at the time of appointment either:

1. a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions which would preclude performance of Transit Electrical Helper duties; or
2. a Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions which would preclude performance of Transit Electrical Helper duties.

Eligibles who qualify under number "2" above will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions as soon as possible after appointment, but no later than six months after appointment. If you have serious moving violations, license suspension or accident record you may be disqualified. The Class B Commercial Driver License valid in the State of New York may have no restrictions which would preclude the performance of Signal Maintainer Trainee work and must be maintained for the duration of your employment. Candidates interested in Selective Certification should follow the special instructions at the time 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."

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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. 91747; 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)**