



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)

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

**NOTICE
OF
EXAMINATION**

VENTILATION AND DRAINAGE MAINTAINER
Exam. No. 0068
New York City Transit Authority
SECOND AMENDED NOTICE - February 28, 2001

WHEN TO APPLY: From: February 7, 2001
To: February 27, 2001

APPLICATION FEE: \$45.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Part I of the test is expected to begin on **Saturday, April 21, 2001.**

The Notice of Examination is amended to change the start date of Part I of the test from April 30, 2001 to April 21, 2001.

WHAT THE JOB INVOLVES: Ventilation and Drainage Maintainers maintain, install, inspect, test, service and repair all electro-mechanical equipment and their components (including air compressors, relays, programmable logic controllers (PLCs), limit switches, pumps, ventilating fans, valves, piping, wiring, sewage ejectors, heaters and associated equipment) in subways, elevated and surface sections, stations, buildings and yards; work from schematic diagrams and technical manuals to troubleshoot control system problems; perform inspection work on new equipment and material at manufacturing plants; operate power machine tools and portable power tools; perform mathematical calculations associated with shop and maintenance technology; drive, load and unload trucks and vans; keep records and write 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 Ventilation and Drainage Maintainers and environmental conditions experienced are: climbing and descending ladders and stairs to access pump, ejector and fan rooms; walking along subway tracks near live third rails and possible tripping hazards; clearing work areas in readiness for approaching trains; working in confined areas and wearing required apparatus (a safety harness, a lifeline and a Scott air pack) while working in those areas; lifting material weighing up to 50 pounds; performing work in a crouched position for long periods of time; and working outdoors in all kinds of weather.

(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 \$20.95 per hour for a 40 hour week with increments to \$24.355 per hour for a 40-hour week after three years. This rate is subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan. If an initial classroom-training period is required, the rate of pay will be \$5.15 per hour during this period, which will not exceed 40 hours.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. Three (3) years of full-time satisfactory experience at the mechanic level in the construction, installation, maintenance and repair of electro-mechanical equipment and systems that includes

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- heavy-duty: pumps, fans, motors, compressors, sewage ejectors and/or related electro-mechanical equipment; or
2. Graduation from an approved trade, technical or vocational high school with a specialization in electrical, electro-mechanical or electronic technology plus two (2) years of full-time satisfactory experience at the mechanic level as described in option "1" above; or
 3. Graduation from a community college with an Associate Degree in electrical technology or electronics plus two (2) years of full-time satisfactory experience at the mechanic level as described in option "1" above; or
 4. Completion of a four year, full-time apprenticeship program in the construction, repair and maintenance of pumps, fans, compressors and/or related electro-mechanical systems recognized by the New York State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor; or
 5. At least two years of experience as described in "1" above plus two years of full-time satisfactory experience as a helper performing such work as described in "1" above.

You may be given the test before we check your qualifications.

Driver License Requirement: At the time of appointment, eligibles must possess either (1) a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions; 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.

Eligibles who qualify under (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, within 6 months from the date of appointment. The New York City Transit Authority will give appointees the training for this license, but appointees will be responsible for the license fees.

Serious moving violations, license suspension or accident record may disqualify.

The Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions must be maintained for the duration of employment as a Ventilation and Drainage Maintainer.

Medical Requirement: You are required to undergo a medical examination.

Drug/Alcohol Screening Requirement: You must pass a drug/alcohol 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 FORM(S):

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 Sections A and 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.
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 two-part test. Part I will be a qualifying practical test. You must achieve a score of at least 70% to pass this part. Only those candidates who pass Part I will be summoned to Part II of this test.

The qualifying practical test may include tasks relating to electrical trade test equipment; components of electrical control and power systems and the reading of electro-mechanical sketches and wiring diagrams.

Part II of the test will consist of an oral portion and a practical portion. Your score on Part II of this test will determine your place on the eligible list. You must achieve a score of at least 70% to pass this part. The oral portion may include questions on basic electrical theory, tools and equipment used in the electrical trade and electrical safety. The practical portion of the test may include tasks such as measuring motor insulation resistance using a Megger, running a motor and recording the voltage and current readings using a multimeter and an Amprobe; hooking up a magnetic starter to a motor which will power a centrifugal pump, checking for correct pump operation, and making necessary adjustments.

ADMISSION CARD: You should receive an Admission Card for Part I in the mail about 10 days before the first 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 both parts of the 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 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."

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. 90747; 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: nyc.gov/html/dcas