



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)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**CAR INSPECTOR
Exam. No. 6025
New York City Transit Authority**

WHEN TO APPLY: From: August 2, 2006
To: September 26, 2006

APPLICATION FEE: \$60.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The practical test is expected to begin on Wednesday, February 14, 2007

The eligible list resulting from this examination may also be used to fill vacancies in the title of Road Car Inspector. The names of eligibles accepting or declining appointments either as a Car Inspector or a Road Car Inspector will be removed from the eligible list.

WHAT THE JOB INVOLVES: Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, paint, troubleshoot and make repairs and adjustments on any part of the New York City Transit Authority's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road, including subway car body electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, subway car bodies and associated fixtures, air conditioning and heating equipment, and electrical and electronic control and motor equipment; maintain and repair subway car washers and shop equipment; operate and maintain lifting and carrying equipment associated with the placement and removal of subway cars and subway car parts; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Car Inspectors 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; distinguishing colors; reading gauges and prints; climbing into and out of maintenance pits; using hand tools; hearing warnings (bell, whistle and vocal); and lifting tools and equipment weighing up to 50 pounds.

Road Car Inspectors, under supervision, detect trouble on any part of the New York City Transit Authority's multiple-unit subway cars and subway service cars on the road and in terminals, including subway car body and truck equipment, subway car body and truck brake rigging, electrical and pneumatic brake equipment, and electrical and electronic control and motor equipment; make necessary repairs to keep subway cars in service or enable them to be moved to sidings or terminals; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Road Car Inspectors 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; working on 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; lifting tools and equipment weighing up to 50 pounds; and driving motor vehicles.

Special Working Conditions: Car Inspectors and Road Car Inspectors may be required to work shifts including nights, Saturdays, Sundays, and holidays.

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

THE SALARY: The current minimum salary for Car Inspectors is \$24.9450 per hour for a 40-hour week. The current minimum salary for Road Car Inspectors is \$27.6725 per hour for a 40-hour week. 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

1. Six years of full-time satisfactory experience, of which four years must have been as a journeyman/journeywoman mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic), working from drawings, performing either:
 - (a) at least two of the following: construction, installation, inspection, troubleshooting, repair and/or maintenance of large or heavy duty mechanical, electromechanical, electric or electronic equipment or machinery, or
 - (b) at least two of the following: electrical inspection, maintenance, troubleshooting and/or repair of multiple-unit electrical railroad cars or diesel-electric locomotives; or
2. Five years of full-time satisfactory experience, of which three years must have been at the journeyman/journeywoman level, as described in "1" above, and have graduated from either:
 - (a) a trade or technical school or vocational high school, or completed post-secondary education totaling 600 hours, approved by a state's Department of Education or comparable governmental agency, with a major course of study in mechanical, electromechanical, electrical or electronic technology, or a closely related field; or
 - (b) graduation from an accredited college with an A.A.S. degree in mechanical, electromechanical, electrical or electronic technology, or a closely related field; or
3. Four years of full-time satisfactory experience, of which two years must have been at the journeyman/journeywoman level, as described in "1" above, and have a baccalaureate degree from an accredited college or university in mechanical engineering, electromechanical technology, electrical engineering or electronic technology, or a closely related field.

Qualifying Experience must have been obtained within the past ten years and must have been obtained after graduation from qualifying education.

The following are examples of types of experience that are **NOT** acceptable: home electrician; copy machine mechanic; HVAC technician; assembler; electronic bench technician; auto body and fender mechanic; auto or truck assembly mechanic; dealership make-ready mechanic; gas station attendant; salvage or junkyard mechanic; automotive specialty work such as changing mufflers, windshield wipers, tires, oil etc.; and repair of personal computers and home or consumer electronics.

You may be given the practical 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 Requirement: (For Road Car Inspector appointment only) At the time of appointment to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. Some assignments may require a Class B Commercial Driver License.

Medical Requirement: Medical guidelines have been established for the positions of Car Inspector and Road Car Inspector. Candidates will be examined to determine whether they can perform the essential functions of the position of Car Inspector or Road Car Inspector. 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 these positions.

English Requirement: You 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, A.1, A.2, A.3, A.4 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.

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: You will be given a practical test. Your score on this test will be used to determine your place on the eligible list. You must receive a score of 70% to pass the test. The practical test may require you to perform tasks that demonstrate your knowledge of electrical, electronic, mechanical and pneumatic principles and devices by; installing, testing and repairing of such devices; reading and understanding electrical and mechanical manuals and drawings; performing safe work practices and procedures; and other related tasks.

THE TEST RESULTS: If you meet the education and experience 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:

Promotion Test: A promotion examination for these titles is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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. 33716; 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