



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

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SIGNAL MAINTAINER Exam. No. 5513 New York City Transit Authority

WHEN TO APPLY: From: December 7, 2005 **APPLICATION FEE: \$60.00**
To: December 27, 2005 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The practical test is expected to begin on **Wednesday, June 7, 2006.**

WHAT THE JOB INVOLVES: Signal Maintainers, under supervision, maintain, install, inspect, test, alter and repair the railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment including all-electric, electro-pneumatic, all-relay and mechanical interlocking machines, centralized traffic control machines, electronic code systems, train identity systems, microprocessors, switch machines, automatic train stops, color light signals and related power and control equipment; keep records; drive motor vehicles; carry tools and equipment; and perform related work.

Some of the physical activities performed by Signal Maintainers and environmental conditions experienced are: working on or near tracks where live high-voltage equipment is present; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in inclement weather; carrying tools and equipment; driving vehicles and operating heavy machinery.

(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 \$24.5950 per hour for a 40-hour week, with increments to \$26.0275 per hour after three years. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below 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**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Transit Authority who **on the date of the practical test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Transit Electrical Helper working in Signal Maintenance; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the practical test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title at the time of promotion.

REQUIREMENT TO BE PROMOTED:

Driver License Requirement: At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York with no restrictions that would preclude the performance of Signal Maintainer work. Serious moving violations, license suspension or an accident record may disqualify. This license must be maintained for the duration of your employment.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM:

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.

THE TEST: You will be given a practical test. A score of at least 70% is required to pass this test. Your score on this test will 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the date of the 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.

The practical test may require you to perform tasks related to the installation, testing maintenance and repair of electrical, electronic and electro-mechanical systems, including the selection and use of appropriate tools, materials and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; 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 pass the practical test and are marked eligible, 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Training: Eligibles who are promoted will be required to complete and pass all parts of a training course before the end of an 18-month probationary period. Those probationary employees who do not successfully complete this training course will be returned to their previous title of Transit Electrical Helper.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your department's Human Resources representative to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for such reasons as vacation, sick leave or military duty.
- (2) You become eligible after the above application period but on or before the date of practical 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."

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. 91741; 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**