



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

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

**PROMOTION TO TRANSIT ELECTRO-MECHANICAL MAINTAINER
New York City Transit Authority
Exam. Nos. 6522, 6554, and 6555
AMENDED NOTICE (April 11, 2007)**

WHEN TO APPLY: From: January 3, 2007 **APPLICATION FEE:** \$60.00 per exam
To: January 23, 2007 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice tests are expected to be held on **Saturday, April 14, 2007.**

IF YOU WANT TO WORK IN:

Ventilation and Drainage

Heating and Air Conditioning

Elevator and Escalator Maintenance

YOU MUST APPLY FOR:

Exam. No. 6522

Exam. No. 6554

Exam. No. 6555

You may apply for one, two or all three of the above exams; however, you must complete all required forms for each exam and pay a separate fee for each exam.

The Notice of Examination is amended to announce in The Test Results section that promotions will be made by selective certification to positions in each specialty work area.

WHAT THE JOB INVOLVES: Transit Electro-Mechanical Maintainers, under supervision, maintain, inspect, test, alter and repair all electro-mechanical equipment of the New York City Transit Authority's Maintenance of Way Division, including swing bridges and all such equipment in elevated and surface stations, shops, buildings and yards; and perform related work. They work from schematic diagrams and technical manuals; troubleshoot control system problems; operate power machine tools, portable power tools and hand tools; solder and braze; keep records, prepare and submit reports; perform mathematical calculations; drive motor vehicles to and from job sites; load and unload tools, equipment and materials; fabricate parts; inspect new material and equipment at manufacturing plants; and work in one of the following areas:

Ventilation and Drainage: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter, replace and/or repair: equipment and components such as generators, motors, electromechanical relays, Programmable Logic Controllers (PLCs), limit switches, pumps, fans, valves, wiring, heaters, compressors, gasoline and diesel engines and sewage ejectors; and perform related work.

Heating and Air Conditioning: Transit Electro-Mechanical Maintainers maintain, install, clean, adjust, overhaul, repair and inspect: air conditioners and components such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves; boilers, furnaces and components such as boiler sections, heaters, radiators, piping, pumps, motors and electrical and electronic controls and valves; and perform related work.

Elevator and Escalator Maintenance: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter and repair electrical and mechanical equipment such as elevator cabs, doors and door control equipment, step treads, escalator, elevator, and associated control equipment; and perform related work.

Some of the physical activities performed by all Transit Electro-Mechanical Maintainers and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks near live third rails and tripping hazards; clearing work areas in readiness for approaching trains; reaching into dark spaces to make tactile inspections; crouching while working in confined spaces; crouching and stooping to reach equipment being repaired; working in confined areas and wearing required apparatus (safety harness, lifeline and Scott air pack) while working in those areas; performing work in a crouched position for long periods of time; working at heights and lifting heavy material and equipment, depending on the assignment; lifting equipment overhead; making visual inspections of equipment; climbing and descending ladders and stairs; loading and driving utility trucks or vans; distinguishing colors of lights; reading gauges and drawings; distinguishing colored wiring; using hand tools; and responding to sounds and warning bells.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

Special Working Conditions: Transit Electro-Mechanical Maintainers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$25.5000 per hour for a 40-hour work week. This rate is subject to change.

HOW TO APPLY: If you believe that you are eligible to take any of these examinations, 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: These examinations are open to each employee of the New York City Transit Authority who **on the date of the multiple-choice 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 Ventilation and Drainage, Heating and Air Conditioning or Escalator and Elevator Maintenance; or
2. is employed in the non-competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in Ventilation and Drainage, Heating and Air Conditioning or Escalator and Elevator Maintenance; and
3. and 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 test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for the 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 or your name must appear on a Preferred List for the eligible title at the time of promotion.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form. Save a copy of the instructions for future reference. If you apply for more than one exam, remember to complete all required forms for each exam and pay a separate fee for each exam.

REQUIREMENTS TO BE PROMOTED:

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

In addition, some assignments may require you to 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 which would preclude performance of Transit Electro-Mechanical Maintainer work; or,
2. 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 Electro-Mechanical Maintainer work. However, the Class B Commercial Driver License and endorsement must be obtained within six months of appointment to such assignment, and must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass each test. Your score on each test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass a multiple-choice 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. Your score on this test will be used to determine your place on an eligible list.

The multiple-choice test for each of these examinations 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.

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Additionally, there may be questions associated with: the maintenance, overhaul & installation of heavy duty pneumatic or hydraulic equipment, gasoline engines and their component parts; the maintenance and repair of pumps, ventilating fans, air compressors, generators, motors, rectifiers and transformers; the installation, repair and maintenance of industrial, commercial or domestic air conditioning units, or commercial refrigeration equipment, or heating systems in buildings, and the electrical controls and wiring for such equipment; the construction, installation, maintenance and repair of elevators and escalators and their component parts.

Exam No. 6522 will include a greater concentration of questions in the area of Ventilation and Drainage. Exam No. 6554 will include a greater concentration of questions in the area of Heating and Air Conditioning. Exam No. 6555 will include a greater concentration of questions in the area of Elevator and Escalator Maintenance.

ADMISSION CARD: You should receive a separate 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 multiple-choice 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 an eligible list.

In addition to being placed on an eligible list as described above, all passing candidates will be given a designation for selective certification to positions corresponding to the specialty work area of the examination(s) they passed. Promotions will be made from the selective certifications as vacancies occur in each specialty work area. Thus, for example, if you pass the multiple-choice test and are marked eligible for Exam. No. 6522, you will be considered for promotion to positions working in Ventilation and Drainage, as those positions become available, through this process of selective certification.

ADDITIONAL INFORMATION:

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 reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but on or before the date 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."

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:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, 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 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. 90846; 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