



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

TRANSIT ELECTRICAL HELPER Exam. No. 3037 New York City Transit Authority

WHEN TO APPLY: From: February 4, 2004 APPLICATION FEE: \$35.00 To: March 23, 2004 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 19, 2004.
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The eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee. Eligibles accepting or declining appointment either as Transit Electrical Helper or as Signal Maintainer Trainee will have their names removed from the eligible list.

WHAT THE JOB INVOLVES: Transit Electrical Helpers 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.

Under direct supervision, they assist maintainers and maintenance supervisors in one of the following areas:

1. In Signal Maintenance, they assist Signal Maintainers and Maintenance Supervisors (Signals) with their work on railroad signal apparatus, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, related apparatus and asbestos containing material.
2. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communications, closed circuit television and control systems and equipment.
4. In Elevator and Escalator Maintenance, they assist Transit Electromechanical Maintainers and Maintenance Supervisors (Elevators and Escalators) with their work on elevators, escalators, electrically operated drawbridges and all related electrical and mechanical equipment.
5. In Ventilation and Drainage Maintenance, they assist Transit Electromechanical Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contact rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.
7. In Electrical Power Maintenance, they assist Power Maintainers - Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optic cables and auxiliary equipment and accessories, work with asbestos-containing material and lead; and drive a truck.
8. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephones) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and asbestos-containing material.

Signal Maintainer Trainees, under close supervision, receive a course of training both in the class room 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; and perform other related work.

Some of the physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees, and

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environmental conditions experienced are: climbing and descending ladders and stairways; climbing and descending 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.

(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 Transit Electrical Helpers is \$14.8500 per hour for a 40-hour week with increments to a current maximum of \$21.2150 per hour after three years. 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 \$15.1950 per hour for a 40-hour week with increments to a current maximum of \$21.7075 per hour after three years. 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.

The current minimum salary for Signal Maintainer Trainees is \$15.7000 per hour for a 40-hour week with an increase to \$16.8200 per hour after 1 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**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education Requirements: Must be met by **June 30, 2004**.

Experience Requirements: Must be met by the **last day of the application period**.

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 or vocational high school with a specialization in electrical, electronic or electromechanical 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 technology or electronics; or
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:

1. 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.
2. 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 at an accredited college.
3. One year of acceptable experience will be credited for satisfactory completion of each 15 semester credits towards a degree in electrical or electronic engineering, or electrical or electronic engineering technology at an accredited college.
4. 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 check your qualifications.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirements: By the time you are appointed to this position, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension(s) 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 positions 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, 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.

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 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.

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.

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. 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; 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 as soon as possible after appointment, but no later than six months after appointment. 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 in the Electrical Power area.

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."

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. 91724; 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/html/dcas