



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SIGNAL MAINTAINER**  
**Exam. No. 8509**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: May 7, 2008    **APPLICATION FEE: \$60.00**  
To: May 27, 2008    Payable by mail by money order to DCAS (EXAMS) or  
payable online by credit card, bank card, or debit card.

**THE TEST DATE:** Practical testing is expected to begin on **Tuesday, January 13, 2009.**

**WHAT THE JOB INVOLVES:** Signal Maintainers, under supervision, maintain, install, inspect, test, alter and repair the NYC Transit Authority's 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; climbing and descending ladders and stairways; 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; and operating heavy machinery.

**Special Working Conditions:** Signal Maintainers may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(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 \$27.2675 per hour for a 40-hour work week. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 Application Unit, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007.

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 the Signal Maintenance Group of the Division of Maintenance of Way; or
2. is or has been employed in the non-competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in signal maintenance and is employed in the Division of Maintenance of Way; and
3. 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**ELIGIBILITY TO BE PROMOTED:**

**From the competitive title of Transit Electrical Helper:** At the time of promotion, you must have completed your probationary period in the eligible title of Transit Electrical Helper and you must be permanently employed in that title or your name must appear on a Preferred List for that eligible title.

**From the non-competitive title of Transit Electrical Apprentice:** At the time of promotion, you must be employed or have been employed in the title of Transit Electrical Apprentice.

**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.

**REQUIREMENT TO BE PROMOTED:**

**Driver Licence Requirement:** You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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.

**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 in order 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 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.

**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 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 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, and you are applying

1. **online**, follow the onscreen instructions, or
2. **by mail**, follow the instructions included with the "Application for Examination."

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> floor, NY, NY. 10007

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](http://nyc.gov/dcas)