



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 ELECTRONIC EQUIPMENT MAINTAINER Exam. No. 6553 New York City Transit Authority AMENDED NOTICE - January 24, 2007

**WHEN TO APPLY:** From: December 6, 2006      **APPLICATION FEE:** \$60.00  
To: December 26, 2006      *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 2, 2007

**This Notice of Examination is amended to:**

1. Change the salary from \$26.6775 per hour to \$28.5775 per hour with an increase to \$29.5775 on December 15, 2007, and
2. Change the multiple-choice test date from Saturday, April 14, 2007 to Saturday, June 2, 2007.

**WHAT THE JOB INVOLVES:** Electronic Equipment Maintainers, under supervision, maintain, install, inspect, test, alter and repair electronic wireless and wired communication systems, and digital and analog control equipment and systems in the shop and field, including radio transmitters and receivers, public address equipment, closed circuit television systems, automatic train control and indication systems, and other electronic equipment; perform circuit testing, analysis, and fault identification; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Electronic Equipment Maintainers and environmental conditions experienced are: distinguishing colors to troubleshoot complex equipment; accurately distinguishing shapes under poorly lit working conditions; moving out of the way of moving trains and motor vehicles; working on or near tracks having live 600-volt contact rails; walking along the track in dimly lit areas; and working outdoors in all kinds of weather.

**Special Working Conditions:** Electronic Equipment Maintainers will be required to work 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 \$28.5775 per hour for a 40-hour week, with an increase to \$29.5775 per hour on December 15, 2007. This rate is subject to change.

**HOW TO APPLY:** If you believe that 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 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 Electronic Equipment Maintenance; and
- (2) has been permanently employed in such title working in Electronic Equipment Maintenance for not less than one year; 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 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 the application. If you are marked "Not Eligible," your 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 such title or your name must appear on a Preferred List for the eligible title at the time of promotion.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## REQUIREMENTS TO BE PROMOTED:

**Driver License Requirement:** By the time you are promoted 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 or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Electronic Equipment Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Electronic Equipment Maintainer. 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 perform the essential functions of the job.

## 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.

**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, 14<sup>th</sup> floor, Manhattan, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice 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 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.

The multiple-choice test may include questions on the installation, diagnosis, maintenance and repair of complex electronic and electrical equipment, including communications equipment; the proper use of electronic testing equipment, hand tools, and other repair equipment; principles of the electronic and electrical trades; reading and interpreting schematics and technical manuals; relevant Federal Communication Commission rules, regulations and operating procedures; safe work practices and procedures in electronic and electrical repair shops; and other related areas.

**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 the eligible list.

## 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 multiple-choice test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due 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, 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, 14<sup>th</sup> floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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 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. 91739; 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)