



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

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

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Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO MAINTENANCE SUPERVISOR (ELEVATORS AND ESCALATORS)  
Exam. No. 6509  
New York City Transit Authority**

**WHEN TO APPLY:** From: September 6, 2006      **APPLICATION FEE: \$60.00**  
To: September 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, December 9, 2006.**

**WHAT THE JOB INVOLVES:** At Assignment Level 1: Maintenance Supervisors (Elevators and Escalators) supervise staff engaged in the maintenance, installation, inspection, testing, alteration, and repair of generators, motors, electrical control cars, treads, chains, cables, and door control equipment used in elevators, escalators, and electrical operated draw-bridges; supervise related structural work when necessary; compile and analyze records; conduct investigations and prepare reports; keep records; may perform inspection work on new equipment and material at manufacturing plants; and perform related work.

Some of the physical activities performed by Maintenance Supervisors (Elevators and Escalators) and environmental conditions experienced are: climbing into and out of elevator shafts; squatting for long periods of time; walking along trackways where footing may be hazardous and agility and good balance are essential; working around moving machinery and high voltage electrical equipment in elevator and escalator control rooms; and performing work at considerable heights.

**Special Working Conditions:** Maintenance Supervisors (Elevators and Escalators) may 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 \$55,160 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**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 multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Transit Electro-Mechanical Maintainer; 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 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 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.

**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 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 maintenance, inspection, repair, alteration and inspection of generators, motors, electrical control equipment, cars, treads, chains, cables, doors and door control equipment used in elevators and escalators; supervision of personnel in accordance with New York City Transit Authority rules, regulations, policies, procedures, contractual agreements and other governing documents; reading and interpreting drawings, sketches and specifications; making appropriate measurements and computations; proper safety procedures and precautions; 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 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 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 and 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, 2 Washington Street, 17<sup>th</sup> Floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation or 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.

<p><b>For information about other exams, and your exam or list status, call 212-669-1357. Internet: <a href="http://nyc.gov/dcas">nyc.gov/dcas</a></b></p>
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