MICHAEL R. BLOOMBERG
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THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET, 14th FLOOR
NEW YORK, NY 10007

N O T I C E O F E X A M I N A T I O N

REQUIRED FORMS

APPLICATION FORM

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET
(IF APPLICABLE)

TRACK EQUIPMENT MAINTAINER
Exam. No. 8093
New York City Transit Authority

WHEN TO APPLY: From: September 3, 2008 To: September 23, 2008

APPLICATION FEE: $60.00
Payable by Mail by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card or debit card.

THE TEST DATE: The practical test is expected to begin on **Tuesday, February 17, 2009.**

The eligible list resulting from this examination may also be used to fill vacancies in the title of Mechanical Maintainer - Group C. If you are found eligible and accept or decline appointment either as Track Equipment Maintainer or as Mechanical Maintainer - Group C, you will have your name removed from the eligible list.

WHAT THE JOB INVOLVES:

Track Equipment Maintainers, under supervision, inspect, test, maintain, alter, repair and operate the Transit Authority's electromechanical, electronic, hydraulic and pneumatic track and construction equipment in the shop and in the field. They maintain, repair and operate cranes, tampers, compressors, front-end loaders, engines and motors, rail saws and chain saws, payloaders, earth movers, tractors, hi-los, forklifts, conveyors, track lubricators, ballast regulators, snow blowers, grease pumps and machine shop equipment; make computations; keep records; prepare reports; drive trucks; and perform related work.

Some of the physical activities performed by Track Equipment Maintainers and the environmental conditions experienced are: crawling under trucks and heavy equipment; working in confined spaces or on subway or elevated tracks; lifting and carrying tools and components of heavy equipment; moving out of the way of moving trucks, payloaders and heavy equipment; distinguishing fine measurements and colors in order to make repairs to electromechanical equipment; manually removing and installing parts and bolts in confined areas; responding to sounds from moving vehicles and heavy equipment, warning bells and horns; and working outdoors in all kinds of weather.

Mechanical Maintainers - Group C, under supervision, maintain, install, inspect, test, alter and repair shop equipment and machinery in the Transit Authority's bus shops. Such shop equipment and machinery include: electromechanical, hydraulic and pneumatic machinery, as well as cranes, forklifts, hi-los, jacks and conveyors. They also operate motor vehicles; keep records; and perform related work.

Some of the physical activities performed by Mechanical Maintainers - Group C and the environmental conditions experienced are: working outdoors in all kinds of weather; crouching under equipment and machinery; making visual and tactile inspections of equipment; reading gauges and drawings; climbing into and out of maintenance pits; climbing ladders and structures; operating overhead machinery and cranes; using hand and power tools; listening for warning bells and voices; and lifting and carrying heavy tools and equipment.

Special Working Conditions: Track Equipment Maintainers and Mechanical Maintainers - Group C 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 for **Track Equipment Maintainer** is $26.3925 per hour for a 40-hour week, with increments to $28.6450 per hour after three years. The current minimum salary for **Mechanical Maintainers - Group C** is $26.3925 per hour for a 40-hour week with increments to $28.6450 per hour after three years. These rates are subject to change. In addition, you will receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE**: If you wish to apply online, go to the DCAC Online Application System (OASys) at **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 Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. Four years of full-time satisfactory experience as a journeyman/journeywoman mechanic (i.e., fully trained, proficient, knowledgeable, experienced, and competent) in the testing, operation, alteration, maintenance and repair of: (a) hydraulic, electrical and pneumatic components of automobiles, trucks, buses, marine equipment or aircraft; or (b) equipment of the type used in construction or in the maintenance of structural facilities and track, such as: cranes, tampers, pneumatic and hydraulic compressors, drills, pile drivers, payloaders and earthmovers, tractors, gasoline, jet and diesel engines, hi-los, forklifts and conveyors; or

2. Graduation from an accredited trade or vocational high school with an appropriate major course of study in a mechanical or electrical trade and three years of experience as described in "1" above; or

3. An AAS degree in electrical, electronic or electromechanical technology, or a closely related field from an accredited college, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), **and three years of experience as described in "1" above**; or

4. Completion of a four-year, full-time apprentice program in an electrical, electronic or electromechanical trade recognized by the N.Y. State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor; or

5. Two years of experience as described in "1" above if such experience has been exclusively with a railroad doing maintenance and repair of track work equipment.

The following types of experience are **NOT** acceptable:

Television or radio repair, household electrician work, household appliance repair, experience as a building superintendent or general handyman, helper experience of any kind, vending machine repair, office equipment repair, automotive specialty or auto junkyard work, and air conditioning or heating unit repair.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement:

Track Equipment Maintainers: At the time of appointment, you must 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; or (2) a Class B Commercial Driver License valid in the State of New York; or (3) 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.

If you are appointed under (2) above you will be appointed subject to the receipt of the endorsement for hazardous materials and no restrictions within 6 months of appointment. If you are appointed under (3) above you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York within 6 months of appointment and subject to the receipt of the endorsement for hazardous materials and no restrictions 3 months later (within a total of 9 months of appointment). The New York City Transit Authority plans to give a special training course in truck operation if you are appointed under (3) above.

If you have serious moving violations, license suspension or accident record you may be disqualified. The New York State Class B Commercial License with an endorsement for hazardous materials and no restrictions must be maintained for the duration of your employment. Such license and/or learner's permit must not include any restrictions which would preclude the performance of Track Equipment Maintainer duties.

Mechanical Maintainers - Group C: At the time of appointment, you must possess either (1) a Class B Commercial Driver License valid in the State of New York; 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.

If you are appointed under (2) above, you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York within 6 months of appointment. The New York City Transit Authority plans to give a special training course in truck operation if you are appointed under (2) above.

If you have serious moving violations, license suspension or accident record you may be disqualified. The New York State Class B Commercial License must be maintained for the duration of your employment. Such license and/or learner's permit must not include any restrictions which would preclude the performance of Mechanical Maintainer - Group C duties.

Medical Requirement: Medical guidelines have been established for the positions of Track Equipment Maintainer and Mechanical Maintainer - Group C. You will be examined to determine whether you can perform the essential functions of the position of Track Equipment Maintainer or Mechanical Maintainer - Group C. 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: You 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**: Fill out Sections A.1, A.4, B and C. 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. **If you are applying by mail**, write your social security number on the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.

3. **Foreign Education Fact Sheet** (**Required <u>only</u> 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, New York, NY, 10007, to obtain a duplicate card.

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 be used to determine your place on an eligible list. The practical test may be designed to measure your ability to troubleshoot and repair each of the following: a gasoline and diesel engine; hydraulic and pneumatic track or construction equipment; and the starting, charging and control system of a piece of electrical equipment; and other related areas.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

THE TEST RESULTS: If you meet the education and experience requirements and pass the practical 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:

Promotional Test: A promotion examination for **Mechanical Maintainer - Group C** is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies for **Mechanical Maintainer - Group C** vacancies.

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 are applying:

1. **online**, follow the onscreen instructions; or
2. **by mail**, 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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY, 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91801; 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