



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTER STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORM

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO TRAIN OPERATOR Exam. No. 8562 New York City Transit Authority

WHEN TO APPLY: From: February 4, 2009 **APPLICATION FEE:** \$60.00
To: February 24, 2009 Payable by mail by money order to DCAS (EXAMS) or
payable online by credit card, bank card or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 6, 2009.**

WHAT THE JOB INVOLVES: Train Operators, under supervision, have direct responsibility for the safe, timely and proper operation of New York City Transit Authority multi-unit subway cars, subway service cars and trains in accordance with the rules, regulations and special instructions governing such operation. They operate trains in revenue and non-revenue road service, and in yard or terminal service; prepare trains for road service and switch cars in yards; in revenue road service, convey passengers over assigned routes; may open and close doors in stations and terminals; may make announcements; in non-revenue road service, operate work trains and revenue collection trains; in yards and terminal service, switch cars, prepare trains for road service and operate trains between yards and terminals; convey trains into barns and shops for inspection and repair, and through car washes for cleaning; wear a prescribed uniform; and perform related work.

Some of the physical activities performed by Train Operators and environmental conditions experienced are: climbing and descending ladders on and off the tracks, ascending and descending from trains and catwalks to roadbeds; walking along elevated sections of track; responding to audible signals such as alarm bells, train whistles, horns and radio conversation; responding to visual signals including distinguishing colored lights; using manual equipment related to train operation; remaining in a sitting position for extended periods of time; and lifting heavy equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Train Operators are required to work various shifts, including weekends and holidays. Train Operators must be available to work overtime as required.

THE SALARY: The current minimum salary is \$ 26.9900 per hour. 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/examsfor jobs and follow the onscreen application instructions for electronically submitting your application and completing the required form. 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 the DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Conductor, Tower Operator, or Bus Operator; or
2. is permanently (not provisionally) employed in, or appears on a Preferred List (see Note, below) for, a competitive class title in the NYC Transit Authority and who has satisfactorily completed the NYCT Transit Certificate Program for Train Operator, and must have three years of satisfactory full-time work experience including at least one year of work with the NYC Transit Authority; or
3. is employed in a labor class or non-competitive class title in the NYC Transit Authority, and who has satisfactorily completed the NYCT Transit Certificate Program for Train Operator, and must have three years of satisfactory full-time work experience including at least one year of work with the NYC Transit Authority; and
4. is not otherwise ineligible.

Admission is extended as specified in (2) or (3), above, for the purposes of this examination only pursuant to Rule 5.3.3(b) of the Personnel Rules and Regulations of the City of New York.

This examination is not open to employees of MaBSTOA or MTA Bus.

(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 an 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. Additionally, you must have served permanently in the eligible title for at least one year.

REQUIREMENTS TO BE PROMOTED:

Medical Requirement: Medical guidelines have been established for the position of Train Operator. You will be examined to determine whether you can perform the essential functions of the position of Train Operator. 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 promoted.

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, 14th floor, New York, NY 10007, 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 1/2 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 understanding and applying written material relating to the rules, regulations and operating procedures governing safe and efficient train operation; ability to read and understand written material on train controls, car equipment and railroad signals; ability to apply appropriate procedures in emergency or stressful situations; understanding military time; 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.

ADDITIONAL INFORMATION:

Training: Eligibles who are promoted will be required to complete and pass, before the end of the one-year probationary period, an approved training course that includes practical train operation. Those probationary employees who do not successfully complete this training course will be restored to their former titles.

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, and are applying:

1. **Online**, follow the instructions; or
2. **By mail**, 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, 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, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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, 14th Floor, NY, NY, 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91211; 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