



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

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

**NOTICE
 OF
 EXAMINATION**

PROMOTION TO MAINTENANCE SUPERVISOR (LIGHTING)
Exam. No. 9548
New York City Transit Authority

WHEN TO APPLY: From: November 3, 1999 **APPLICATION FEE: \$45.00**
 To: November 23, 1999 *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, February 26, 2000.**

WHAT THE JOB INVOLVES: At Assignment Level I: Maintenance Supervisors (Lighting) supervise Light Maintainers and Light Maintainer Helpers engaged in the inspection, installation, maintenance and repair of lighting systems and related equipment in New York City Transit Authority buildings, yards, shops, stations, garages, subway structures and tubes. In addition, they schedule and prioritize work, instruct subordinates, oversee compliance with required work and safety procedures, prepare written reports and keep required records. They perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

Some of the physical activities performed by Maintenance Supervisors (Lighting) and environmental conditions experienced are: climbing and descending ladders and stairways; working on or near train tracks where live high-voltage equipment is present; responding to visual and audible signals; working on elevated structures; and working outdoors in all kinds of weather.

(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 \$43,870 per year. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. Employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed forms to the above address **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: The 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 for the title of Light Maintainer; and
- (2) is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with **your department's personnel office**. If you are marked "not eligible," your application fee will not be refunded.

You may be given the test before a review of your eligibility.

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 at the time of promotion.

REQUIRED FORM(S):

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.

READ CAREFULLY AND SAVE 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, 2 Washington Street, 17th 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 be used to 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 the City of New York in competitive class titles. Your service will be credited through the date of the multiple-choice test, up to a maximum of 15 years. Time off payroll may affect seniority credits. The multiple-choice test may include questions on: lighting systems, including feeder cables, transformers, related lighting equipment, electrical hookups and high voltage wiring; inspection, installation, repair, and maintenance procedures and techniques; principles of supervision; pertinent New York City Transit Authority rules, regulations, policies, procedures and labor management practices; reading and interpreting sketches, drawings and specifications; making appropriate measurements and computations; proper safety precautions and procedures, including basic first aid; 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** 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 are appointed to an eligible title 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 any of the following reasons:

- (a) compulsory attendance before a public body;
- (b) on-the-job injury or illness caused by municipal employment;
- (c) absence for one week following the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner;
- (d) absence due to ordered military duty; or
- (e) 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, 17th Floor, New York, NY 10004, 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 Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, New York, N.Y.

The City of New York is an Equal Opportunity Employer
Title Code No. 91879; The Rapid Transit Railroad Service; Group II - Per Annum Positions

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS

Internet: www.ci.nyc.ny.us/html/dcas/home.html

**PROMOTIONAL EXAM FOR MAINTENANCE SUPERVISOR (Lighting)
EXAM NO. 9548**

COMMENTS

1. Filing for Maintenance Supervisor (Lighting), Exam No. 9548 will be held from November 3, 1999 to November 23, 1999. The last examination for this title was held on October 10, 1998.
2. There are no changes to "What the Job Involves."
3. No changes to the "Eligibility to Take Examination" paragraph.
4. "Eligibility to be Promoted" section has been added.
5. There are no 55-a eligibles.
6. This exam, like the last exam, will be of the multiple-choice type and will test for the same knowledge, skills and abilities as the last examination for this title.
7. This title is unique to New York City Transit Authority (NYCTA).
8. Meetings have taken place and telephone conversations have been held among the following concerning the proposed Notice of Examination:
 - a. Wil Schlesinger, Manager, New York City Transit Authority.
 - b. Joan Cox, Director of Human Resources, New York City Transit Authority.
 - c. Denise Herron, Senior Director, Human Resources, NYC Transit Authority.
 - d. Charles Schwarz, Mechanical Engineer, New York City Department of Citywide Administrative Services.