



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

TELEPHONE MAINTAINER
Exam. No. 7027
New York City Transit Authority
Amended Notice (April 16, 2008)

WHEN TO APPLY: From: January 2, 2008
To: January 22, 2008

APPLICATION FEE: \$50.00
Payable by mail by money order to DCAS (EXAMS)
or payable online by credit card, bank card, or debit card.

THE TEST DATE: Practical testing is expected to begin on **Tuesday, September 9, 2008.**

The Notice of Examination is amended to change the beginning date of the practical testing from June 10, 2008 to September 9, 2008.

WHAT THE JOB INVOLVES: Telephone Maintainers, under supervision, install, maintain, service, troubleshoot and repair various types of telephones, telephone cables and lines, fiber-optic equipment and lines, emergency, fire, and security alarms, intercoms, public address systems, and clocks; and splice and maintain multi-conductor telephone cables. They service telephone and communication systems and related equipment in subway, surface, and elevated structures, including stations, tunnels, enclosures, and related buildings; keep records; drive motor vehicles; and perform related work.

Some of the physical activities performed by Telephone Maintainers and environmental conditions experienced are: working outdoors in all kinds of weather; distinguishing signals (dial tone, buzzing noises, etc.) on telephone and telecommunication equipment; wearing respirator equipment when required; distinguishing colors; making visual inspections of equipment; reading blueprints and schematic diagrams; using hand tools; crawling into and out of manholes; working on or near subway tracks; climbing extension ladders; and lifting and carrying heavy tools and 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: Telephone Maintainers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$26.3925 per hour for a 40-hour work week, with increments to a current maximum of \$28.6450 per hour, after three years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan, and a pension plan.

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:

- Online at the DCAS WEBSITE:** If you wish to apply online, go to the 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.
- 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 Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

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:

Three years of full-time satisfactory experience as a technician at the journeyman/journeywoman level (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) in the installation or maintenance of various types of telephone and/or telecommunication equipment with a telephone company and/or other companies having large installations of telephone equipment.

For the above journey-level experience to be credited, it must have been **preceded by** one of the following:

- two years of full-time satisfactory experience as a helper, apprentice, or trainee performing or assisting in the work described above; or
- graduation from an approved four-year trade school, or technical school, or from a four-year vocational high school, or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, with a major course of study in telecommunications, electrical or electronic technology, totaling 600 hours; or

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3. graduation from an accredited college or university with an Associate Degree, or a higher degree, in telecommunications, electrical or electronic technology.

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.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time you are appointed to this position. 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. Such license must not include any restrictions which would preclude the performance of Telephone Maintainer work.

Medical Requirement: Medical guidelines have been established for the position of Telephone Maintainer. You will be examined to determine whether you can perform the essential functions of the position of Telephone 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 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:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, 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.
3. **Foreign Education Fact Sheet (Required only 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.

THE TEST: You will be given a qualifying safety test and a competitive practical test.

The safety test will assess your ability to comprehend and follow oral and written safety instructions. You may be asked to perform a safety-related task relevant to telephone maintenance; flagging and track safety; working with energized electrical equipment; selecting personal protection equipment (PPE); reading and interpreting material safety data sheets (MSDS); administering first-aid; and other related areas. A score of 70% is required to pass the safety test; if you fail the safety test, you may not be permitted to take the practical test.

The practical test may include tasks associated with the basic installation and troubleshooting of telephone circuits; basic electrical circuits and theory; intercoms; and tool knowledge. A score of 70% is required to pass the practical test. Your score on the practical test will be used to determine your place on an eligible list.

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 meet the education and experience requirements, and pass the qualifying safety test, and the competitive 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.

PROMOTION TEST: Due to the fact that there are no incumbents in the lower titles Transit Electrical Helper or Transit Electrical Apprentice, a promotion examination for this title is not being held.

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 you 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 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. 91745; 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