



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

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)

TRANSIT ELECTRO-MECHANICAL MAINTAINER Exam. No. 8096 New York City Transit Authority AMENDED NOTICE - December 24, 2008

WHEN TO APPLY: From: December 3, 2008 **APPLICATION FEE:** \$60.00
To: January 27, 2009 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 Monday, May 4, 2009.

The Notice of Examination is amended to extend the close of filing to January 27, 2009, change the starting date of the practical test to May 4, 2009 and change the Title Code to 90846.

The eligible list resulting from this examination may be used to fill Transit Electro-Mechanical Maintainer vacancies in one of the following areas: Ventilation and Drainage, Heating and Air Conditioning and Elevator and Escalator Maintenance. Eligibles accepting or declining an appointment in either Ventilation and Drainage, Heating and Air Conditioning and Elevator and Escalator Maintenance, will have their names removed from the list.

Qualified candidates who are appointed will be required to complete and pass all parts of a training course before the end of an 18-month probationary period. Those probationary employees who do not successfully complete this training course will be terminated.

WHAT THE JOB INVOLVES: Transit Electro-Mechanical Maintainers, under supervision, maintain, inspect, test, alter and repair all electro-mechanical equipment of the New York City Transit Authority's Maintenance of Way Division, including swing bridges and all such equipment in elevated and surface stations, shops, buildings and yards. They work from schematic diagrams and technical manuals; troubleshoot control system problems; operate power machine tools, portable power tools and hand tools; solder and braze; keep records, prepare and submit reports; perform mathematical calculations; drive motor vehicles to and from job sites; load and unload tools, equipment and materials; fabricate parts; and perform related work. Transit Electro-Mechanical Maintainers work in one of the following areas:

Ventilation and Drainage: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter, replace and/or repair: equipment and components such as generators, motors, electromechanical relays, Programmable Logic Controllers (PLCs), limit switches, pumps, fans, valves, wiring, heaters, compressors, gasoline and diesel engines and sewage ejectors; and perform related work.

Heating and Air Conditioning: Transit Electro-Mechanical Maintainers maintain, install, clean, adjust, overhaul, repair and inspect: air conditioners and components such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves; and boilers, furnaces and components such as boiler sections, heaters, radiators, piping, pumps, motors and electrical and electronic controls and valves; and perform related work.

Elevator and Escalator Maintenance: Transit Electro-Mechanical Maintainers maintain, install, inspect, test, alter and repair electrical and mechanical equipment such as elevator cabs, doors and door control equipment, escalator step treads, elevator and escalator control equipment; and perform related work.

Some of the physical activities performed by all Transit Electro-Mechanical Maintainers and environmental conditions experienced are: working outdoors in all kinds of weather; walking along subway tracks near live third rails and tripping hazards; clearing work areas in readiness for approaching trains; reaching into dark spaces to make tactile inspections; crouching while working in confined spaces; crouching and stooping to reach equipment being repaired; working in confined areas and wearing required apparatus (safety harness, lifeline and Scott air pack) while working in those areas; performing work in a crouched position for long periods of time; working at heights and lifting heavy material and equipment; depending on assignment, lifting equipment overhead; making visual inspections of equipment; climbing and descending ladders and stairs; loading, unloading and driving utility trucks or vans; distinguishing colors of lights and wires; reading gauges and drawings; using hand tools; and responding to sounds and warning bells.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

SPECIAL WORKING CONDITIONS: Transit Electro-Mechanical may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary is \$26.3925 per hour for a 40-hour week. This rate is 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.

HOW TO APPLY: If you believe that 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 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 either:

1. completed a four-year, full-time apprenticeship in a mechanical or electrical trade such as in the construction, repair and maintenance of elevators, escalators, pumps, fans, compressors, air conditioning and/or heating systems recognized by the New York State Department of Labor; the U.S. Department of Labor or any apprenticeship council which is recognized by the U.S. Department of Labor; or
2. obtained two years of full-time, satisfactory experience as a journeyman/journeywoman (i.e., fully-trained, knowledgeable, proficient and competent mechanic) in one or a combination of the following areas:
 - a. the installation, maintenance and repair of heavy duty electro-mechanical equipment such as pumps, ventilating fans, air compressors, sewage ejectors, cranes and related electro-mechanical controls and motors; or
 - b. the installation, maintenance and repair of heavy duty electrical equipment such as generators, motors, rectifiers and transformers; or
 - c. the maintenance, overhaul and installation of heavy duty pneumatic or hydraulic equipment, gasoline or diesel engines and their components parts; or
 - d. the installation, repair and maintenance of industrial, commercial or domestic air conditioning units, or commercial refrigeration equipment or heating systems in buildings, and the electrical controls and wiring for such equipment; or
 - e. the construction, installation, maintenance and repair of elevators and escalators and their component parts.

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

- a. two years of full-time satisfactory experience performing work described above as a mechanic's helper, apprentice or trainee; or
- b. graduation from a recognized trade school, technical school, or vocation high school, approved by a state's Department of Education or comparable agency, with a major course of study in mechanical, electrical or electronic technology, or a closely related field, totaling 600 hours; or
- c. an AAS degree or higher from an accredited college or university, 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) in mechanical, electrical or electronic technology.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

NOTE: The following types of experience are **NOT** acceptable: residential or commercial lighting and wiring; office machine repair; repair of home appliances such as refrigerators, freezers, toasters, home ovens, microwave ovens or vacuum cleaners; and installation and/or repair of radios, audio equipment, video equipment or computer hardware.

You may be given the test before we review 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: At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York . 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.

In addition, some assignments may require you to 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 which would preclude performance of Transit Electro-Mechanical Maintainer work; or
2. a Learner's Permit for a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no restrictions which would preclude performance of Transit Electro-Mechanical Maintainer work. However, the Class B Commercial Driver License and endorsement must be obtained within six months of appointment to such assignment, and must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Transit Electro-Mechanical Maintainer. You will be examined to determine whether you can perform the essential functions of the position of Transit Electro-Mechanical 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: Make sure that you follow all instructions included with your application form. Save a copy of the instructions for future reference.

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 in 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 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.

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 will measure your ability to perform tasks related to the installation, testing, maintenance, and repair of electrical, electronic and electro-mechanical systems, including the selection and use of appropriate tools, materials and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; and other related areas.

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 this title is being held for eligible New York City Transit Authority employees. The names appearing on the promotion list will be considered first in filling 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 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 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. 90846; 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