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

## NOTICE OF EXAMINATION

### REQUIRED FORMS

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

**CAR MAINTAINER – GROUP F**  
**Exam. No. 9053**  
**New York City Transit Authority**

**WHEN TO APPLY:** From: **September 1, 1999** APPLICATION FEE: **\$45.00**  
To: **September 21, 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, December 18, 1999.**

**WHAT THE JOB INVOLVES:** Car Maintainers – Group F maintain, install, test, alter and repair subway car trucks, including brake rigging, wear plates, shoe beams and other truck parts. They mechanically connect and disconnect trucks to and from subway car bodies; remove and reinstall motors, wheels, brake rigging, wear plates, brake shoes, journal bearings and shoe beams; lubricate gear cases, motor couplings and journal boxes; adjust car body height, brake shoes and rigging, shoe beams, and motor couplings; work from drawings and keep records and make reports; and 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 Car Maintainers - Group F and environmental conditions experienced are: working outdoors in all kinds of weather; crouching under subway cars in maintenance pits; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; reading gauges and prints; climbing into and out of maintenance pits; using hand tools; hearing warnings (bell, whistle and vocal); and carrying tools and equipment.

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

**THE SALARY:** The current minimum salary is \$19.9525 per hour for a 40-hour week. This rate is 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. If an initial training period is required, the rate of pay will be \$5.15 per hour during this period, which will not exceed 40 hours.

**HOW TO APPLY:** If you believe you meet the requirements in the “How to Qualify” section, refer to the “Required Forms” section below for the form(s) that you must fill out. Return all completed forms and the application fee to the above address **by mail only**. Applications will not be accepted in person.

### 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 at the mechanic level:
  - a) Erecting, maintaining or assembling heavy machinery or heavy mechanical equipment; or
  - b) Repairing automotive mechanical equipment; or
  - c) Performing heavy mechanical construction work, such as installing conveyors or elevators; or
  - d) Performing work on subway or railroad cars, of the type described under “WHAT THE JOB INVOLVES”; or
2. Three years of full-time satisfactory experience at the mechanic level as described in “1” above, plus graduation from a recognized trade or vocational high school, or community college with a major sequence of courses of study in the mechanical field; or
3. Three years of full-time satisfactory experience at the mechanic level as described in “1” above, plus at least two years of relevant full-time helper experience in mechanical work; or
4. Three years of full-time satisfactory experience at the mechanic level as described in “1” above, plus any combination of experience and/or education as described in “1”, “2” or “3” above to make up the equivalent of the additional required year of experience as follows: six months of credit will be given for each year of the above helper experience; three months of credit will be given for each year of the

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above high school education; six months of credit will be given for each year of the above community college education.

You may be summoned for the test before we check your qualifications.

**Drug/Alcohol Screening Requirement:** You must pass a drug/alcohol screening in order to be appointed.

**Medical Requirement:** You will be required to undergo a medical examination.

**Residency:** City residency is not required for this position.

**English Requirement:** Candidates 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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A and B. 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 in 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, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass this test. The multiple-choice test may include questions on: the application of mechanical procedures; the selection and use of heavy mechanical equipment, power tools and hand tools; arithmetical computations; taking measurements using gauges and other measuring devices; reading and interpreting technical drawings and sketches; safe work practices and procedures; and other related areas.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in 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.

**Promotion 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 a disability or an alternate test date due to your religious belief, follow the instructions included with the “Application for Examination.”

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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, NY.

The City of New York is an Equal Opportunity Employer  
Title Code No. 90705 The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions



