



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

REQUIRED FORM
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO LIGHT MAINTAINER
Exam. No. 6512
New York City Transit Authority

WHEN TO APPLY: From: **October 4, 2006** **APPLICATION FEE: \$50.00**
 To: **October 24, 2006** *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The practical test is expected to begin on **Tuesday, May 1, 2007.**

WHAT THE JOB INVOLVES: Light Maintainers install, inspect, test, alter, maintain, and repair lighting and other electrical systems in New York City Transit Authority facilities such as subway tunnels and elevated structures, bus depots and repair shops, subway car yards and barns, and other New York City Transit Authority buildings and structures; keeps records; drives a motor vehicle; and perform related work.

Some of the physical activities performed by Light Maintainers and environmental conditions experienced are: working on or near train tracks where live high-voltage equipment is present; working outdoors in all kinds of weather; using ladders to climb onto and off trackways; hearing warnings (bells, whistles, and vocal); working on elevated structures; driving, loading and unloading trucks; lifting material and equipment weighing up to 40 pounds; and driving a motor vehicle.

Special Working Conditions: Light Maintainers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$23.8050 per hour for a 40-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Transit Authority who **on the first date of the practical test:**

- (1) holds a permanent (not provisional) appointment in or appears on a Preferred List (see Note, below) for the title of Transit Electrical Helper in Lighting Maintenance; or
- (2) is or has been employed in the non-competitive title of Transit Electrical Apprentice in Lighting Maintenance **and** has satisfactorily completed the 3-year Transit Electrical Apprentice program in Lighting Maintenance; and
- (3) is not otherwise ineligible.

(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 your 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:

From the competitive title of Transit Electrical Helper: In order to be eligible for promotion, you must have completed your probationary period in the eligible title of Transit Electrical Helper and you must be permanently employed in that eligible title or your name must appear on a Preferred List for that eligible title at the time of promotion.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

From the non-competitive title of Transit Electrical Apprentice: In order to be eligible for promotion, you must be employed in the title of Transit Electrical Apprentice at the time of promotion.

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.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension, or accident record you may be disqualified. You will be promoted subject to the receipt of a New York State Class B Commercial Driver License within the probationary period. The New York State Class B Commercial Driver License may have no restrictions which would preclude the performance of Light Maintainer work and must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Light Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Light 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 promoted.

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 determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical 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 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 practical test may require you to perform tasks relating to the installation, testing, maintenance, and repair of lighting and other electrical systems, including the selection and use of appropriate tools, materials, and measuring devices; electrical theory and principles; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; and other related areas.

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 pass the practical 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.

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 practical 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:

- (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 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. 91725; 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: [Internet: nyc.gov/dcas](http://nyc.gov/dcas)