



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 POWER ELECTRONIC MAINTAINER

Exam. No. 4514

New York City Transit Authority

**WHEN TO APPLY:** From: November 3, 2004    **APPLICATION FEE:** \$60.00

To: November 23, 2004    *Payable only by money order to D.C.A.S. (EXAMS)*

**THE TEST DATE:** The written/practical test is expected to be held on **Saturday, February 5, 2005.**

**WHAT THE JOB INVOLVES:** Power Electronic Maintainers inspect, test, maintain and repair the electronic automated monitoring and control equipment of New York City Transit Authority's power system. They troubleshoot, repair, maintain, test and operate solid state computerized supervisory control systems, relays, meters, test instruments, analog and digital circuit boards, modems and related low and high voltage equipment; diagnose operating defects in power conversion equipment; record data; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Power Electronic Maintainers and environmental conditions experienced are: working with small components and hand-held instruments; climbing and descending ladders; walking along catwalks in subways; distinguishing colors; and working in confined spaces.

(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 \$23.9800 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 date of the written/practical test:**

1. is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Power Electronic Technician; and
2. 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 your permanent title or whether you are on a Preferred List, contact **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 your test paper will not be rated.

**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 the eligible title or your name must appear on a Preferred List for the eligible title 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**THE TEST:** You will be given a test that has written and practical components. A score of 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 written/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 written/practical test may include questions and tasks relating to power electronic devices and related circuitry; diagnosing operating problems in power conversion equipment; safety procedures; rules and regulations applicable to the Power Group; reading and interpreting schematics related to power electronic operations; the use and maintenance of electronic test equipment; 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 written/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 are appointed to an eligible title after the above application period but on or before the date of the essay & 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."

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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 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. 91752; 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](http://nyc.gov/dcas)