



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

## NOTICE OF EXAMINATION

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

### REQUIRED FORMS

APPLICATION FORM

EDUCATION  
AND EXPERIENCE  
TEST PAPER

FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

### TRANSIT RAILCAR TECHNOLOGY SPECIALIST Exam. No. 4033 New York City Transit Authority

**WHEN TO APPLY:** From: June 1, 2005  
To: June 21, 2005

**APPLICATION FEE: \$45.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** At Assignment Level I, Transit Railcar Technology Specialists, under supervision, with some latitude for independent judgment, perform elementary railcar specialist work and assist in performing moderately difficult railcar/railcar technology planning, design and maintenance oversight work. They analyze, research, and plan railcar systems and their associated equipment/technologies, including the computer engineering aspects of these systems, anticipating problems and proposing solutions; work with engineers, procurement staff and vendors to develop contracts for procurement and maintenance of railcars and their associated technologies, formulating technical specifications and drawings with supporting documentation; resolve design issues and ensure contract stipulations are met with assistance of plant vendors during railcar production; plan and implement the inspection and testing of railcars and railcar equipment technology; provide technological expertise to resolve complex/unusual problems for railcar repair and maintenance staff; work directly with vendors to resolve operational problems, making design modifications, retrofits and/or overhauls as needed; assist in redesigning/modifying railcars and railcar technologies once warranty period is over; keep written and computer records; write reports; and perform related work.

Some of the physical activities performed by Transit Railcar Technology Specialists and environmental conditions experienced are: Walking to and from inspection sites and from subway car to subway car, making visual inspections, climbing and descending from ladders and stairs, standing for an extended period of time, distinguishing colors, reading gauges and prints, bending and stooping during inspections, climbing around and over various objects, working outdoors occasionally in all kinds of weather, and operating a computer lap-top.

(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 \$42,423 per year. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, 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 **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:

1. A four year high school diploma or its educational equivalent, plus:
  - (a) One year of full-time satisfactory experience as a fully trained mechanic performing one of the following: (\*\* see notes below)
    - (i) Specialized work reviewing the design of railcars of moderate complexity; or
    - (ii) Supervising and inspecting the installation of electronic and/or electro-mechanical railcar components; or
    - (iii) Preparing plans and technical specifications for railcar equipment subsystems; **and**
  - (b) Five years of full-time satisfactory experience as a fully trained mechanic in one or a combination of the following fields: (\*\* see notes below)
    - (i) Railroad power-operated railcar engineering and repair; or
    - (ii) Supervision of railcar maintenance, manufacture, or installation; or
2. A four year vocational/technical high school diploma with a major sequence of courses in electrical, mechanical, or electronic technology, or a closely related field, plus one year of full-time satisfactory experience described in "1 (a)" above and four years of the full time satisfactory experience described in "1 (b)" above; or

3. An Associate degree from an accredited college with a major sequence of courses in electrical, mechanical, civil, transportation or computer engineering or electrical/electronic technology, plus one year of the full-time satisfactory experience described in “1 (a)” above, and three years of the full time satisfactory experience described in “1 (b)” above; or
4. A Baccalaureate degree from an accredited college with a major sequence of courses as described in “3” above, plus two years of the full-time satisfactory experience described in “1 (b)” above; or
5. A Master’s degree from an accredited college in one of the major fields described in “3” above, plus one year of the full-time satisfactory experience described in “1 (b)” above.

**In order to receive credit for experience, either to meet the minimum qualification requirements or to earn additional points, you must describe the main tasks you performed for each job you list in the Experience Boxes in Section B of the Education and Experience Paper. In addition, you must provide the percentage of time spent performing each of the major job tasks listed. Tasks which are only incidental to the primary function of the job will not receive credit either for additional points or to meet the minimum qualification requirements.**

**Notes:**

**\*\*For full-time satisfactory experience as a fully trained mechanic in 1.(a) above to be considered acceptable, the performance of work must include:**

**Specialized work reviewing the design of railcars of moderate complexity:** researching, planning and analyzing the design of railcars and their associated equipment technologies and the computer engineering aspects of these systems; utilizing the CADD (computer assisted drafting and design) program in performing the above work activities; formulating technical specifications and drawings with supporting documentation; resolving design issues and ensuring that contract stipulations are implemented; participating in redesigning or modifying railcars and railcar technologies once the warranty period is over; or

**Supervising and inspecting the installation of electronic and/or electro-mechanical railcar components:** planning and implementing the inspection and testing of railcars and railcar equipment technology; insuring that functional specifications are met and notifying management and recommending replacement if they are not; performing functional tests of railcar systems and subsystems to insure that they work according to contractual specifications; performing safety tests to insure correct braking distance and acceleration on the test track; reviewing and analyzing testing data and interpreting results to supervision or management; providing technological expertise to resolve complex or unusual problems for railcar repair and maintenance staff; or

**Preparing plans and technical specifications for railcar equipment subsystems:** working with engineers, procurement staff and vendors to develop contracts for the procurement and maintenance of railcars and their associated technologies; participating in the development and design of specifications of subsystems (propulsion, brakes, doors, communication, heating, air conditioning); reviewing with engineers the impact of microprocessor hardware and software that affect the aforementioned subsystems; suggesting specification changes or software solutions for operating problems.

**\*\*For full-time satisfactory experience as a fully trained mechanic in 1.(b) above to be considered acceptable, the work must be in:**

**Railroad power-operated railcar engineering and repair.** This entails collecting railcar maintenance data for engineers associated with testing, failure analysis, component attrition; assisting engineering technician with functionality and safety testing of railcars; explaining maintenance data to engineers and technicians interested in determining if railcar functionality meets contractual specifications; or

**Supervision of railcar maintenance, manufacture, or installation.** This entails supervising mechanics in the performance of maintenance, repair, installation and manufacture of railcars and their electronic, electro-mechanical and mechanical components; performing as a lead or experienced mechanic in railcar maintenance.

You are responsible for determining whether or not you meet the qualification requirements for this exam prior to submitting your application. If you are marked “Not Qualified,” your application fee will not be refunded and your test papers will not be rated.

**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 New York City Transit Authority.

**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 our 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:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

<b>If you have additional full-time satisfactory experience as described in "1(b)" of the "How to Qualify" section for:</b>	<b><u>You will receive a total score of:</u></b>
At least 1, but less than 3 years	80 points
At least 3, but less than 5 years	90 points
More than 5 years	100 points

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 part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used again to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience 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: Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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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. 20821; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.