



Notice of Examination

Amended Notice – February 12, 2020

Electronic Equipment Maintainer

Exam Nos. 0600, 0624 and 1600

This Notice of Examination was amended on February 12, 2020 to change Exam Number 0613 to 0624. A Test Site Education and Experience Response Form paragraph has been added to the How to Qualify section. A new Training paragraph has been added to the “Additional Information” section.

Application Fee:

\$88.00

Types of Tests:

Multiple-Choice & Practical Skills

THE TEST SCHEDULE

Testing for the title of Electronic Equipment Maintainer is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the tentative testing schedule from February – September 2020.

WHEN TO APPLY

<u>Exam No.</u>	<u>Application Period</u>	<u>Multiple Choice Test Dates</u>
0600	December 4, 2019 – January 14, 2020	February 22 or 23, 2020
0624	March 18, 2020 – April 28, 2020	June 6 or 7, 2020
1600	July 1, 2020 – August 11, 2020	September 19 or 20, 2020

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WHEN TO APPLY (Continued)

You may only take each test once. If you take a test with the same exam number more than once, only your first test will be rated and your additional application fee will not be refunded.

JOB DESCRIPTION

Electronic Equipment Maintainers, under supervision, maintain, install, inspect, test, alter and repair electronic wireless and wired communication systems, and digital and analog control equipment and systems in the shop or in the field, including radio systems, closed circuit video equipment, and other electronic communication equipment; perform circuit testing, analysis, and fault identification; keep records; operate motor vehicles; and perform related work.

Some of the physical activities performed by Electronic Equipment Maintainers and environmental conditions they experience are: climbing ladders, distinguishing colors to troubleshoot complex equipment, accurately distinguishing shapes under poorly lit working conditions, moving out of the way of moving trains and motor vehicles, working on or near tracks having live 600-volt contact rails, walking along the track in dimly lit areas, loading and unloading vehicles and working outdoors in all weather conditions.

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

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Electronic Equipment Maintainer is \$37.43 per hour for a 40-hour work week. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of MTA New York City Transit.

The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period** corresponding to the exam number you applied for, you must meet the following requirements in "1" or "2" below:

1. Three years of full-time satisfactory experience at the journey level (i.e., you must be a fully-trained knowledgeable, experienced, proficient, and competent technician), in the maintenance, testing, troubleshooting, calibrating and repair of complex electronic equipment employing analog and digital circuitry.

OR

2. Two years of full-time satisfactory experience at the journey level as described in paragraph "1" above, plus completion of one of the following listed below **before obtaining your journey-level experience:**
 - A. Two years of full-time satisfactory experience as a technician's helper, apprentice or trainee performing or assisting in the work described above; or

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HOW TO QUALIFY (Continued)

- B. Graduation from a trade school or technical school, with a major course of study in electrical or electronic technology, or a closely related field, totaling 600 hours; or
- C. Graduation from a four-year vocational high school with a major course of study in electrical or electronic technology or a closely related field; or
- D. An Associate's degree (sixty semester credits) in electrical or electronic technology, electrical engineering, or a closely related field from an accredited college or university.

Vocational high school, technical school or trade school education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be 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).

Qualifying part-time experience will be credited on a pro-rated basis.

Test Site Education and Experience Response Form: On the date of the Multiple-Choice test, you will be required to document that you met the education and/or the experience requirements by the close of the filing period for this examination. You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the Multiple-Choice test before we verify 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.

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): 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, as well as instructions on how to submit this evaluation are listed in 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. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You can also access the *Foreign Education Fact Sheet* on our website at http://web.mta.info/nyc/hr/forms_instructions.htm.

Note: If you have earned a higher-level degree in the United States that supersedes the level of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the tests before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your *Application* fee will **not** be refunded and you will **not** receive a score.

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REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, you must have a motor vehicle driver license valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in the title.

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

Residency: New York 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 MTA New York City Transit.

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications section below). Or, to apply by mail, you may obtain a printed copy of the application package in person at the MTA Exam Information Center, as indicated below. **Important:** Applicants requesting a fee waiver must apply by mail.

MTA Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3, or the G train to the Hoyt Street Station. The MTA Exam Information Center will be closed on Wednesday, December 25, 2019, Wednesday, January 1, 2020 and Friday, July 3, 2020.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, submit an application online unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. *Applications* will **not** be accepted in person.

Online Applications:

1. If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at www.mymta.info). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open on the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

6. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference). Note: If you have trouble paying the application fee online, please refer to the Online Payment Tutorial here: http://web.mta.info/nyct/hr/forms_instructions.htm.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a fee waiver must obtain an *Application* in person at the MTA Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the “Correspondence” section below **by the last day of the application period**.

MTA New York City Transit will not accept *Applications* in person. Additional information on how to request an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills tests. A score of at least 70% is required to pass the qualifying multiple-choice test and the competitive practical skills test. Only those who meet the qualifying education and experience requirements and pass the qualifying multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will be used to determine your place on the eligible list.

You will be scheduled to take the tests on one of the dates listed in the above “Test Date” box. You will be randomly assigned to a test date and location that corresponds with the application period in which you applied. You cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

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THE TEST (Continued)

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The qualifying multiple-choice test may include questions that require the use of any of the following knowledge areas: basic electronic and electrical theory; proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting electrical schematics; and other related areas.

The competitive practical skills test may require you to perform tasks related to the installation, testing, maintenance and repair of electronic and electrical communication equipment, including the proper use of hand tools, meters and other testing equipment, and safe work practices and procedures.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar-powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard, word processing, or data recording capabilities, such as planners, organizers, etc., are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer Identification Card with photo, IDNYC, or Student Identification Card with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

THE TEST RESULTS

If you meet the education and experience requirements and pass the qualifying multiple-choice test and the competitive practical skills 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. You will be considered for appointment when your name is reached on the eligible list.

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ADDITIONAL INFORMATION

Promotion Examination: A promotion examination for this title (Exam No. 0701) is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies.

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

SPECIAL ARRANGEMENTS

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 your *Application* and mail your request to the address found in the "Correspondence" section below no later than 30 days prior to the first scheduled test date.

Make-Up Test: You may apply for a make-up test if you cannot take the multiple choice or practical skills tests on the scheduled 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 where you are an officer or employee of the City;
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child, or child of a domestic partner where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled test date or make the request within 90 days after performing ordered military duty.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information, you must do one of the following:

1. Visit us at the MTA Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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CORRESPONDENCE (Continued)

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Electronic Equipment Maintainer, Exam Nos. 0600, 0624 and 1600
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the *Application* or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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Title Code No. 91739; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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