



New York City Transit

IMPORTANT INFORMATION PERTAINING TO THE QUALIFICATION REQUIREMENTS FOR

## Railroad Stock Worker, Exam No. 9629

You will be required to indicate if you met the experience requirements on the date that you are scheduled to take the multiple-choice test. You may also be required to complete additional forms in regard to your experience at the time of appointment. You will be given the multiple-choice test before we verify your qualifications for this examination. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the Application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will **not** receive a score.



# Notice of Examination

## Railroad Stock Worker, Exam No. 9629

**Application Deadline:**

June 25, 2019

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$68.00

**Test Date:** (subject to change)

Saturday, October 26, 2019 or  
Sunday, October 27, 2019

### JOB DESCRIPTION

**Railroad Stock Workers**, under direct supervision, assist in receiving, checking, classifying, storing and distributing materials and supplies at the central warehouses and/or storerooms of the MTA New York City Transit system. They load and unload trucks; unpack, count, sort, mark and place materials and supplies received on pallets, shelves and in bins; pick supplies from bins, racks, and shelves to fill requisitions; lift and carry bulky and heavy railroad/bus parts and tools; check materials received, perform verifications, and note breakage and differences in quantity; operate hydraulic diesel and electric lift trucks; keep storage areas and materials clean and orderly; assist in preparing inventories; assist in maintaining records of supplies and equipment received and issued, including scrap and obsolete materials; make entries in a systematized quantity ledger; enter data into stock-tracking computerized inventory management systems; operate motor vehicles; and perform related work.

Some of the physical activities performed by Railroad Stock Workers and environmental conditions experienced are: moving materials in and around the warehouses and storerooms; loading and unloading vehicles; operating material handling equipment such as lift trucks, retrievals, carousels and wrapping machinery; climbing and descending ladders; lifting heavy material and/or packages up to 50 pounds; and working outside in all weather conditions.

**Special Working Conditions:** Railroad Stock Workers 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.)

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Filing Opened: June 5, 2019

## SALARY AND BENEFITS

The current minimum salary for Railroad Stock Worker is \$22.37 per hour for a 40-hour work week increasing to \$31.96 in the sixth year of service. These rates are 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

**Experience Requirements:** By the **last day of the Application Period**, you must meet the following requirements:

Three years of full-time satisfactory experience as a stock assistant, stock clerk, or stock worker in an industrial, manufacturing, or wholesaling warehouse or similar large-scale environment performing **at least three of the following duties** as primary job functions:

1. Loading and unloading of materials with use of material handling equipment (e.g., fork lift truck);
2. Preparing materials for shipment or issuance to end users;
3. Receiving, unpacking and counting materials;
4. Performing inventory counts;
5. Checking materials against receiving documents;
6. Examining and inspecting materials for damage;
7. Storing and distributing materials.

**Experience which involves only incidental warehousing and/or stocking experience, or customer service at a retail store, such as a sales associate or cashier is not acceptable.**

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

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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.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**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 obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

**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.

## 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. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee.

Save your confirmation numbers for future reference and proof of filing an *Application*.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn 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*.

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Filing Opened: June 5, 2019

## 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 competitive multiple-choice test. You will be scheduled to take the test on one of the dates listed in the above "Test Date(s)" box. You will be randomly assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the "Special Arrangements" section below.

A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

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 competitive multiple-choice test may include questions that require the use of any of the following knowledge areas and abilities:

### Knowledge Areas

- **Knowledge of safety practices and procedures** as they relate to receiving, checking, classifying, storing and distributing materials and supplies; shipping, loading and unloading; and operating material-handling equipment.
- **Knowledge of general warehousing documents** as they relate to processing paperwork and reports, and keeping records.
- **Knowledge of general warehousing procedures** as they relate to receiving, checking, classifying, storing and distributing materials and supplies; shipping, loading and unloading; and operating material-handling equipment.

### Abilities

- **Written Comprehension** - Ability to understand written English words and sentences. *Example: reading and understanding a Bill of Lading.*
- **Written Expression** - Ability to use English words or sentences in writing so others will understand. *Example: documenting a purchase order, requisition or stock discrepancy.*
- **Memorization** - Ability to remember information, such as words, numbers, pictures, and procedures. Pieces of information can be remembered by themselves or with other pieces of information. *Example: memorizing common units of measurement, storage locations or binning numbers.*
- **Problem Sensitivity** - Ability to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem. *Example: exercising caution when transporting hazardous materials.*

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## THE TEST (Continued)

- **Mathematical Reasoning** - Ability to understand and organize a problem and then to select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. It also includes the understanding or structuring of mathematical problems. The actual manipulation of numbers is not included in this ability. *Example: understanding how and when to apply the proper order of numerical operations.*
- **Number Facility** - Involves the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. *Example: correctly counting materials in a bin.*
- **Inductive Reasoning** - Ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions. *Example: understanding why storeroom procedures are important and forming appropriate conclusions.*
- **Information Gathering** - Ability to follow correctly a rule or set of rules to arrange things or actions in a certain order. The rule or sets of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. *Example: following step-by-step procedures on how to properly bin an item.*
- **Visualization** - Ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. The task is to predict how an object, set of objects or pattern will appear after the changes are carried out. *Example: understanding how the view of the shelving unit will change when facing it compared to a different angle of view.*
- **Flexibility of Closure** - Ability to identify or detect a known pattern (such as a figure, word, or object) that is hidden in other material. The task is to pick out the disguised pattern from the background material. *Example: identifying a stock item based on the pattern of numbers used to categorize that specific type of item.*

## 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.

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## TEST ADMINISTRATION GUIDELINES (Continued)

**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 experience requirements and you pass the competitive multiple-choice 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

**Probationary Period:** You will be required to complete a one-year probationary period. Those who do not successfully complete the probationary period may be terminated or returned to their previously held permanent title at the discretion of MTA New York City Transit.

**Assignment Level II:** Appointments will be made to Assignment Level I. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements as stated above, either one year served at Assignment Level I, or one additional year of experience as described in the "How to Qualify" section above.

At Assignment Level II, Railroad Stock Workers perform the duties described in the "Job Description" section and may be assigned to a satellite storeroom and perform these duties without direct supervision. They may also be assigned to perform inspection work on new equipment and material to include at manufacturing plants, and may operate a motor vehicle.

## 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.

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## SPECIAL ARRANGEMENTS (Continued)

**Make-Up Test:** You may apply for a make-up test if you cannot take the multiple-choice test on the scheduled date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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; or
4. Absence due to ordered military duty; or
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:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto: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.

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:

Railroad Stock Worker, Exam No. 9629  
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.

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

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 12216; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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