



New York City Transit

Notice of Examination

Railroad Stock Worker, Exam # 7605

Application Deadline:

January 24, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date:

Saturday, June 17, 2017 or
Sunday, June 18, 2017

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; 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; 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.)

SALARY AND BENEFITS:

The current minimum salary for a Railroad Stock Worker is \$21.73 per hour for a 40-hour 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 4, 2017

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the application period** you must have:

1. Three years of full-time satisfactory experience as a stock assistant, stock clerk, or stock worker in an industrial, manufacturing or wholesaling business or similar large-scale environment which stocks railroad, bus, automotive, machine, aircraft or marine maintenance tools and production parts, plumbing, hardware, or sheet metal supplies and tools; or
2. Two years of full-time satisfactory experience as described in "1" above and a four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

Types of experience which are NOT acceptable to qualify for an appointment to this position include: retail store stock clerk, manually replacing inventory on shelves in a retail establishment, such as a supermarket, clothing store, or similar general retail store or establishment.

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

MTA NEW YORK CITY TRANSIT 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 or the 3 train to the Hoyt Street Station. The MTA New York City Transit Exam Information Center will be closed on Monday, January 16, 2017.

REQUIRED FORMS:

Application: Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.

Education and Experience Test Paper: Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. 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.

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.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

If you believe you meet the requirements in the “How to Qualify” section, you **must** apply by mail. MTA New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all the required forms, as indicated in the Required Forms section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the “Correspondence Section” of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

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 this 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 New York City Transit Exam Information Center as indicated above and must submit the *Application* and required forms by mail **by the last day of the application period**.

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

ADMISSION LETTER:

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

THE TEST:

You will be given a competitive multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an 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 multiple-choice test may include questions on stock handling in the following areas: receiving, distribution, issuing, and storing methods; shipping, loading, and unloading; safety in operating equipment and performing work; ability to read and understand operating instructions and procedures; processing paper work and reports; keeping records; basic job-related arithmetic, including weights and volume measurements; knowledge of tools and commodity classes used in stock; and other related areas.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, 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 or with 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's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID 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 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:

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 "1" of 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 scheduled test date.

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 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;

SPECIAL ARRANGEMENTS (continued):

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 childbirth 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 following termination of your military duty.

CORRESPONDENCE:

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, 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 with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone numbers, mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mtabsc.info/>.**

All correspondence, including the submission of your *Application*, must be sent to the following address:

Railroad Stock Worker, Exam No. 7605
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, N.Y. 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.