



New York City Transit

# Notice of Examination

## Revenue Equipment Maintainer, Exam No. 8615

**Application Deadline:**

April 24, 2018

**Type of Test:**

Multiple Choice

**Application Fee:**

\$88.00

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

Saturday, August 18, 2018 or  
Sunday, August 19, 2018

### JOB DESCRIPTION

**Revenue Equipment Maintainers**, under supervision, test, diagnose, repair and perform preventative maintenance on bus and subway Automated Fare Collection Equipment, including, but not limited to, turnstiles, booth terminal equipment, MetroCard vending machines and bus fare boxes. They diagnose, troubleshoot, remove and replace electronic circuit boards, wiring harnesses, electronic and electromechanical modular units, and other components using digital multimeters, wiring schematics, palmtop computers and other special test equipment. They remove and replace revenue equipment items, such as fare boxes, turnstile assemblies and fare vending machine assemblies. They keep records and prepare reports; drive motor vehicles between work sites, including, but not limited to, cars, light trucks and vans; and perform related work.

Some of the physical activities performed by Revenue Equipment Maintainers and environmental conditions they experience are: distinguishing colors under poorly lit working conditions in order to troubleshoot complex equipment; responding to sounds, warning bells, horns and vehicle movement; walking between tightly spaced buses; lifting and carrying heavy materials; and working outdoors in all weather conditions.

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

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

### SALARY AND BENEFITS

The current minimum salary for Revenue Equipment Maintainer is \$37.4356 per hour for a 40-hour week. This rate is subject to change. 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. 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 the agency.

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## HOW TO QUALIFY

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

Three years of full-time journey-level experience (i.e. you must be a fully-trained, knowledgeable, experienced, proficient, and competent technician) in maintaining, testing, troubleshooting, calibrating and repairing equipment incorporating microprocessors, and related electronic equipment.

For the above journey-level experience to be credited, it must be **preceded by** one of the following:

1. Two years of full-time experience as a technician, technician's helper, apprentice or trainee performing or assisting in the work described above; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, electromechanical, or computer technology, or a closely related field; totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical, electronic, electromechanical, or computer technology, or a closely related field; or
4. An associate degree or higher in electrical, electronic, electromechanical, or computer technology, 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).

You may 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.

## 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.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be appointed to this safety-sensitive position.

**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 and Reform 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.

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## HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://mta.info/nyc/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, 3, or the G train to the Hoyt Street Station.

## REQUIRED FORMS

1. **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.
2. **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.
3. **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 of 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 non-refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting one. 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 Exam

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## 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 date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the 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 test.

## THE TEST

You will be given a competitive multiple-choice test. A score of 70 is required to pass this test. Your score on this test will be used to determine your place on an eligible list.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit 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 electrical and electronic theory; the maintenance, troubleshooting, and repair of electrical, electronic and mechanical equipment, including the selection and use of required tools and testing devices; reading and interpreting schematic diagrams and maintenance manuals; safe work practices, including first aid procedures; and other related areas.

## 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 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 multiple-choice 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 inside the test site while you are taking the multiple-choice 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 identification card with photo, or student identification card with photo.

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## TEST ADMINISTRATION GUIDELINES (Continued)

**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

**Probationary Period:** The probationary period for Revenue Equipment Maintainer is one year.

## 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 [Types of Tests] test 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 such applicant is 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 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 may:

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’;
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.

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## **CORRESPONDENCE (Continued)**

**If you are a current MTA 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.mymta.info>.**

All other correspondence must be sent to the following address:

Revenue Equipment Maintainer, Exam No. 8615  
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 Administration Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 92050; The Rapid Transit Railroad Service; Group I Per Diem and Per Hour Positions  
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