



# Notice of Examination

## Signal Maintainer, Exam # 8612

**Application Deadline**

March 27, 2018

**Type of Test:**

Practical Skills Test

**Application Fee:**

\$82.00

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

Starting on September 17, 2018

### JOB DESCRIPTION

Signal Maintainers, under supervision, maintain, install, inspect, test, alter and repair MTA New York City Transit's railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment, including all-electric, electro-pneumatic, optical, all-relay and mechanical interlocking machines; centralized traffic control machines; electronic code systems; train identity systems; microprocessors; switch machines; automatic train stops; color light and semaphore signals; electronic train control and monitor systems; and related power and control equipment. They keep records, drive a motor vehicle, and perform related work.

Some of the physical activities performed by Signal Maintainers and environmental conditions they experience are: working on or near train tracks where live high voltage equipment is present; climbing and descending ladders and stairways; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in all weather conditions; carrying tools and equipment; and operating heavy machinery.

**Special Working Conditions:** Signal 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 Signal Maintainer is \$31.0420 per hour for a 40-hour week, with an increase to \$36.5200 in the sixth year. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacations, 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 you must have one of the following:

1. Completion of a four-year full-time apprenticeship in an electromechanical, electrical, or electronic trade recognized by the New York State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor; or
2. Three years of full-time satisfactory journey-level experience (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic), performing troubleshooting, repair, and maintenance of electromechanical, electrical, or electronic equipment; or

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## HOW TO QUALIFY (CONTINUED)

3. Two years of full-time satisfactory experience at the journey-level as described in paragraph "2." above, plus completion of one of the following listed **below before obtaining your journey-level experience**:
  - a. Two years of full-time experience performing or assisting in the work described above as a mechanic's helper, apprentice or trainee; or
  - b. Graduation from a trade school or technical school, with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field totaling 600 hours; or
  - c. Graduation from a vocational high school, with a major course of study in electromechanical, electrical or electronic technology, or a closely related field; or
  - d. An associate degree or a higher degree, from an accredited college or university with a major course of study in electromechanical, electrical or electronic technology, or a closely related field.

Vocational high school, trade school or technical 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).

**Some examples of unacceptable experience include:** Assembly-line work, installation or repair of non-electrical mechanical devices, maintenance and troubleshooting of small electronic household devices or hand-held electronic devices, and computer repair.

**Only those who meet the education and experience requirements will be summoned to take the practical skills test.** You are responsible for determining whether 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 to you 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 in the title.

**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.

**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.

**Safety Proficiency Assessment:** If you pass the practical skills test, you will be scheduled to take the qualifying safety proficiency assessment as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the practical skills test will be scheduled for the qualifying safety proficiency assessment. A score of 70% is required to pass the qualifying safety proficiency assessment. In the qualifying safety proficiency assessment you will be required to demonstrate the following abilities:

**Oral Comprehension** – The ability to understand spoken English words and sentences.

**Oral Expression** – The ability to use English words or sentences in speaking so others will understand.

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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/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, 3 or the G train to the Hoyt Street Station.

## 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 check 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 Regulations.

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## HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who would like 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 OR NOT QUALIFIED LETTER

An **Admission Letter** or a **Not Qualified Letter** will be mailed to you about 10 days before the first date of the practical skills test. If you are qualified and do not receive an *Admission Letter* at least 4 days before the first date of the practical skills test, 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

The test will consist of a competitive practical skills test. A score of at least 70% is required to pass the competitive practical skills test. Your score on the competitive practical skills test will be used to 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 practical skills test may require you to perform tasks related to the installation, testing, maintenance, and repair of electrical, electronic and electro-mechanical systems, including the selection and use of appropriate tools, materials and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and 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 **not** permitted. 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 testing site building at any time before, during or after the practical skills 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 practical skills test.

**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.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the practical skills 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, IDNYC, Employer ID with photo, or Student ID with photo.

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## THE TEST RESULTS

If you meet the education and experience requirements and pass 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. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

## 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 date of the practical test.

**Make-Up Test:** You may apply for a make-up test if you cannot take the practical skills 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 following 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 within 90 days following termination of your military duty.

## ADDITIONAL INFORMATION

**Promotion Examination:** A promotion examination for this title 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 with the MTA New York City Transit.

**Training:** You are required to complete and pass all parts of a training course before the end of an 18-month probationary period. Those probationary employees who do not complete this training course will be terminated.

## 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:

Signal Maintainer, Exam # 8612  
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. Copies are available at 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. 91741; The Rapid Transit Railroad Service; Group I Per Diem and Per Hour Positions

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