



New York City Transit

# Notice of Examination

## Track Equipment Maintainer ((Heavy Equipment Mechanic)), Exam No. 9612

**Application Deadline:**

December 24, 2018

**Type of Test:**

Practical Skills

**Application Fee:**

\$82.00

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

Starting on April 22, 2019

### JOB DESCRIPTION

**Track Equipment Maintainers**, under supervision, inspect, test, maintain, alter, repair and operate electromechanical, electronic, hydraulic, and pneumatic equipment used in the construction, maintenance and repair of railroad track in MTA New York City Transit's subway system. They maintain, repair and operate cranes, tampers, compressors, front-end loaders, engines and motors, rail saws, chain saws, payloaders, forklifts, conveyors, track lubricators, ballast regulators, snow blowers, grease pumps, and machine shop equipment; drive trucks; keep records; make computations; prepare reports; and perform related work.

Some of the physical activities performed by Track Equipment Maintainers and the environmental conditions they experience are crawling under trucks and heavy equipment; working in confined spaces; working on subway and elevated tracks; lifting and carrying heavy tools and components; taking precise measurements; distinguishing colors; manually removing and installing parts and bolts in confined areas; moving out of the way of moving vehicles and heavy equipment, including trains while working on or near tracks that are in service; hearing warnings (verbal, horns, bells, and signals); and working outdoors in all weather conditions.

**Special Working Conditions:** Track 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: December 5, 2018

## SALARY AND BENEFITS

The current minimum salary for Track Equipment Maintainer is \$30.8124 per hour for a 40-hour work week increasing to \$36.2499 in the sixth year of service. These rates are 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.

## HOW TO QUALIFY

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

1. Two years of full-time satisfactory journey-level mechanic experience (i.e., fully trained, proficient, knowledgeable, experienced and competent) in the testing, operation, maintenance, alternation and repair of the mechanical, electrical, hydraulic, and pneumatic components and systems of (A) Heavy equipment of the type used in construction or the maintenance and repair of track, such as pneumatic and hydraulic compressors, drills, pile drivers, payloaders, tractors and conveyors, including gasoline and diesel engines; or (B) Transportation vehicles such as passenger automobiles, trucks, buses, marine vessels, or aircraft; or
2. Completion of a four-year full-time apprenticeship in an electro-mechanical 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.

For the journey-level mechanic experience in "1" above to be credited, it must be preceded by one of the following:

- A. Two years of full-time satisfactory experience as a mechanic's helper, apprentice, or trainee performing or assisting in the work described in "1" above; or
- B. Graduation from a recognized trade school or technical school with a major course of study in a mechanical or electrical trade, or a closely related field, totaling 600 hours; or
- C. Graduation from a vocational high school with a major course of study in a mechanical or electrical trade or a closely related field; or
- D. An A.A.S degree or higher in electro-mechanical or electronic technology, or a closely related field, from an accredited college or university.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

**The following are types of experience that are not acceptable:** auto body and fender repair; auto or truck assembly; dealership make-ready repair; fuel, oil and lube servicing; vehicle inspection; exclusive specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), glass, climate control parts, etc.; salvage and junkyard extraction; heavy equipment or large vehicle repair experience that does not include work on gasoline or diesel engines, electrical systems, and hydraulic systems/components; vehicle or heavy equipment assembly or junk yard work; parts supply; and vehicle or heavy equipment body work

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the test 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 possess either:

1. A Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions and with an endorsement for hazardous materials; or
2. A Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions; or
3. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions.

If you are appointed under “2” above, you will be appointed subject to the receipt of the endorsement for hazardous materials within six months of appointment. If you are appointed under “3” above, you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions within six months of appointment and the receipt of the endorsement for hazardous materials three months after receiving the Class B Commercial Driver License (within a total of nine months of appointment). MTA New York City Transit plans to give a special training course in truck operation for those appointed under “3” above.

The Class B Commercial Driver License with an endorsement for hazardous materials must be maintained for the duration of your employment in the title. This license must not include any restrictions that would preclude the performance of Track Equipment Maintainer work. If you have serious moving violations, a license suspension, or an accident record, you may be disqualified.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

**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) evaluation, referral and education treatment 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.

## 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.

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## 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 the 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) General 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 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**.

The 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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## 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 Exam Information Center (as indicated on the previous page). 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 practical skills test. A score of at least 70% is required to pass this test. Your score on this test will be used to determine your place on an eligible test. The practical skills test may measure your ability to troubleshoot and repair the electrical, mechanical, hydraulic, and pneumatic components, devices, systems and circuits found in heavy equipment or track equipment, and other related areas.

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.

## 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'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, 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.

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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 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 test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the practical 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 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 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 of restoration to your position 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>.**

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**CORRESPONDENCE (Continued)**

All other correspondence must be sent to the following address:

Track Equipment Maintainer, Exam No. 9612  
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 promotion, 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.

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Title Code No.91801; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Filing Opened:** December 5, 2018