



New York City Transit

# Notice of Examination

## Transit Electrical Helper, Exam # 8611

**Application Deadline:**

March 15, 2018

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$61.00

**Test Date:**

Saturday, July 21, 2018 or  
Sunday, July 22, 2018

### JOB DESCRIPTION

Pursuant to Section 61(1) of the New York Civil Service Law, the eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee. Eligible candidates accepting or declining appointment either as a Transit Electrical Helper or as a Signal Maintainer Trainee will have their names removed from the eligible list.

**Transit Electrical Helpers**, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electro-mechanical and electronic equipment in various MTA New York City Transit departments; Transit Electrical Helpers operate motor vehicles to and from work assignments; keep records and write reports; perform related work. Under direct supervision, Transit Electrical Helpers perform the duties indicated below in the following areas:

1. In Signal Maintenance, they assist Signal Maintainers and Maintenance Supervisors (Signals), with their work on railroad signal apparatuses, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, and related apparatuses; and work with some materials containing asbestos.
2. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communication equipment, closed circuit televisions, control systems and equipment.
4. In Elevator and Escalator Maintenance, they assist Elevator and Escalator Maintainers and Maintenance Supervisors (Elevator and Escalators) with their work on elevators, escalators, electrically operated drawbridges and all related electrical and mechanical equipment.

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**JOB DESCRIPTION (continued)**

5. In Ventilation and Drainage Maintenance, they assist Ventilation and Drainage Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contract rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.
7. In Electrical Power Maintenance, they assist Power Maintainers – Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optics cables, and auxiliary equipment and accessories; and work with materials containing asbestos, mercury and lead.
8. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephone) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and materials containing asbestos.

**Signal Maintainer Trainees**, under close supervision, receive a course of training both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of MTA New York City Transit.

Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees are: climbing and descending ladders and stair ways; walking on and between catwalks and roadbeds; hearing audible signals such as alarms bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; observing colored light signals in tunnels, on elevated tracks, and on open-cut road beds; differentiating color-coded wires, and working outdoors in all weather conditions.

**Transit Electrical Helpers** in Electrical Power Maintenance may work in the presence of infectious and biological waste.

**Special Working Conditions:** Transit Electrical Helpers and Signal Maintainer Trainees 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**

1. The current minimum salary for Transit Electrical Helpers working in Electrical Power Maintenance is \$21.42 per hour for a 40-hour week increasing to \$30.60 in the sixth year of service.
2. The current minimum salary for Transit Electrical Helpers working in other subdivisions is \$20.94 per hour for a 40-hour week increasing to \$29.91 in the sixth year of service.
3. The current minimum salary for Signal Maintainer Trainee is \$22.13 per hour for a 40-hour week increasing to \$23.71 per hour in the second year of service. Upon advancement to the title of Signal Maintainer, the salary is expected to increase to \$30.28 per hour for a 40-hour week (based on the current minimum salary).

These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

## HOW TO QUALIFY

**Experience Requirements** must be met by **the last day of the Application Period**. **Education Requirements** must be met by **June 30, 2018**.

1. Four years of full-time satisfactory experience as a helper in the electrical, electronic, or electromechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, or electro-mechanical 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, or electro-mechanical technology, or a closely related field; or
4. An Associate degree or higher degree in electrical, electronic, or electro-mechanical technology or a closely related field from an accredited college or university; or
5. A four-year high school diploma or its equivalent; plus three years of full-time satisfactory experience as described in "1" above.

High school or trade 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).

**Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 on the *Foreign Education Fact Sheet*. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

You will be required to indicate if you meet the education and 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 regards to the education and experience requirements at the time of appointment. You will 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 either title. If you have serious moving violations, license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in either 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.

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**REQUIREMENTS TO BE APPOINTED (continued)**

**Medical Requirement:** Medical guidelines have been established for the position for Transit Electrical Helper in the Lighting, Power and Signal departments. You will be examined to determine whether you can perform the essential functions of the position of Transit Electrical Helper. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or perform the essential functions of the job.

**Residency:** New York City residency is not required for these positions.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform 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 multiple-choice test and meet the education and experience requirements, 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 multiple-choice test and meet the education and experience requirements 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.

**HOW TO SUBMIT THE APPLICATION AND PAY THE APPLICATION FEE**

If you believe you meet the requirements in the “How to Qualify” section, submit an *Application* online by the last day of the application period 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.

**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) 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 Exam Regulations.

**Online Applications:**

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver must apply by mail.

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.

**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 below) and must submit the *Application* and required forms by mail **by the last day of the application period.**

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**HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER (continued)**

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

**MTA New York City Transit Exam Information Center:** Open Monday through Friday, from 9 AM to 3PM, in the lobby of 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 3 trains to the Hoyt Street Station. **The MTA New York City Transit Exam Information Center will be closed on Monday, February 19, 2018 in observance of President's Day.**

**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 the first date of the multiple-choice 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**

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass the multiple-choice test. Your score on this multiple-choice 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 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 that require the use of any of the following abilities:

**Written Comprehension** – The ability to understand written sentences or paragraphs. Example: Understanding written bulletins released by MTA New York City Transit.

**Written Expression** – The ability to use English words or sentences in writing so others will understand. Example: Writing incident reports regarding unusual occurrences.

**Deductive Reasoning** – The ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken.

**Information Ordering** – The 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 a step-by-step procedure to connect a cable to the third rail for power.

**Number Facility** – The ability involving the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly. Example: Performing mathematical calculations using track markers to determine the current work location on the track.

## 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 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, IDNYC 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 pass the competitive multiple-choice test and meet the education and experience requirements in the "How to Qualify" section above, 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 **Transit Electrical Helper** is one year.

**Signal Maintainer Trainee Appointment Conditions:** Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a probationary period of 12 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 18 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer.

**Selective Certification for Commercial Driver License (CDL):** You may be considered for appointment to positions requiring a Commercial Driver License through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions in Electrical Power Maintenance.

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To qualify for Selective Certification, you will be required to possess at the time of appointment either:

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

If you qualify under #2 above, you will be appointed subject to receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials within six months of appointment. For all appointments through Selective Certification, the Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions must be maintained for the duration of employment in the Electrical Power Maintenance Group. If you have serious moving violations, license suspension or an accident record you may be disqualified. Candidates interested in Selective Certification should follow the instructions provided on the date of the multiple-choice test. You may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such an instance, you are required to notify MTA New York City Transit as indicated in the Correspondence Section below.

### **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;
4. Absence due to ordered military duty;
5. A clear error 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 New York City Transit 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.

**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:

Transit Electrical Helper, Exam No. 8611  
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 Dept. 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 New York City Transit Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

The MTA New York City Transit is an Equal Opportunity Employer.  
Title Code No. 91724; The Rapid Transit Railroad Service; Group 1 – Per Diem and Per Hour Positions

**Filing Opened:** February 7, 2018