



New York City Transit

Notice of Examination

Promotion to Car Inspector ((Subway Car Mechanic)), Exam No. 1703

Application Deadline:

March 23, 2021

Types of Tests:

Credential and Experience Test
and Practical Skills Test

Application Fee:

\$85.00

Test Date:

Practical skills testing is expected to
begin on August 16, 2021

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 Road Car Inspector. Candidates who accept promotion as a Car Inspector or Road Car Inspector will be removed from the eligible list. Candidates who decline promotion to one of the above titles will not be considered again for promotion to that title but may be considered for promotion to the other remaining title.

JOB DESCRIPTION

Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, troubleshoot and make repairs and adjustments on any part of MTA New York City Transit's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road, including subway car body, electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, subway car bodies and associated fixtures, air conditioning and heating equipment, and electrical and electronic control and motor equipment; maintain and repair subway car washers and shop equipment; operate and maintain lifting and carrying equipment associated with the placement and removal of subway cars and subway car parts; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Car Inspectors and the environmental conditions they experience are: working outdoors in all weather conditions, crouching under subway cars in maintenance pits, reaching into dark spaces and making tactile inspections, making visual inspections of equipment, distinguishing colors, reading gauges and prints, climbing into and out of maintenance pits, using hand tools, hearing warnings (bell, whistle and vocal), and carrying heavy tools and equipment.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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JOB DESCRIPTION (Continued)

Road Car Inspectors, under supervision, detect trouble on any part of MTA New York City Transit's multiple-unit subway cars and subway service cars on the road and in terminals, including subway car body and truck equipment, subway car body and truck brake rigging, electrical and pneumatic brake equipment, and electrical and electronic control and motor equipment; make necessary repairs to keep subway cars in service or enable them to be moved to sidings or terminals; operate a motor vehicle; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Road Car Inspectors and the environmental conditions they experience are: working outdoors in all weather conditions, crouching under subway cars along trackways, reaching into dark spaces and making tactile inspections, making visual inspections of equipment, distinguishing colors, reading gauges and prints, using ladders to climb up to and descend from track ways, working on elevated structures, operating heavy machinery and equipment, using hand tools, hearing warnings (bell, whistle and vocal), communicating verbally with crew and passengers regarding train troubles experienced on the road, and carrying heavy tools and equipment.

Special Working Conditions: Car Inspectors and Road Car Inspectors may be required to work various shifts, including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of these positions.)

SALARY

The current minimum salary for Car Inspector is \$33.55 per hour for a 40-hour work week, increasing to \$39.47 per hour in the sixth year. The current minimum salary for Road Car Inspector is \$40.49 per hour for a 40-hour work week. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who by the **last day of the Application Period:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Maintainer's Helper - Group B, in the Division of Car Equipment, and has been permanently employed in such title for not less than one year; or
2. Has, as a non-competitive Transit Electrical Apprentice, satisfactorily completed the 3-year Transit Electrical Apprentice program in Subway Car Maintenance; and
3. Is not otherwise ineligible

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

The admission of employees who satisfactorily completed the Transit Electrical Apprentice program in subway car maintenance in the non-competitive title of Transit Electrical Apprentice is on a collateral basis pursuant to Section 52(12) of the New York Civil Service Law.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the practical skills test before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded, and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

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REQUIREMENTS TO BE PROMOTED

From the competitive title of Maintainer's Helper – Group B: At the time of promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section. Additionally, you must have served permanently in the eligible title, in the Division of Car Equipment, for at least one year. Time served prior to a break in service of more than one year will not be credited.

From the non-competitive title of Transit Electrical Apprentice: At the time of promotion, you must be employed at MTA New York City Transit.

Driver License Requirement: (For Road Car Inspector promotion only) At the time of promotion, 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. Some assignments may require a Class B Commercial Driver License

Medical Requirement: Medical guidelines have been established for the positions of Car Inspector and Road Car Inspector. Candidates will be examined to determine whether they can perform the essential functions of the positions of Car Inspector and Road Car Inspector. 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 jobs.

Drug Screening Requirement: You must pass a drug screening in order to be promoted, and if promoted, 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 promoted to this safety-sensitive position.

HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the "Eligibility to Take Examination" section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the "BSC" employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at examsunit@nyct.com for application instructions). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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HOW TO SUBMIT AN APPLICATION (Continued)

5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the first date of the practical skills test. If you do not receive an Admission Letter at least 4 days before this date, you must email a request for a duplicate Admission Letter to examsunit@nyct.com. 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 credential and experience test. You will also be given a qualifying practical skills test. A score of at least 70% is required to pass the competitive credential and experience test and the qualifying practical skills test.

If you receive a passing score on the credential and experience test, you will be scheduled to take the practical skills test. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

On the credential and experience test, you will receive a score of 70 points for meeting the eligibility requirements listed in the “Eligibility to take Examination” section above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

- Five points for each year of full-time satisfactory experience as a permanent Maintainer’s Helper - Group B at MTA New York City Transit up to a maximum of 25 points. Your experience will be credited through the last date of the application period.
- Two and one-half points for the possession of a valid MTA New York City Transit Forklift Operation Certification.
- Two and one-half points for the possession of a valid MTA New York City Transit Track Safety Certification.

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THE TEST (Continued)

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 will not be processed after the eligible list is established.

The qualifying practical skills test may require you to perform tasks related to the installation, testing, maintenance and repair of electrical, electronic, electro-mechanical and pneumatic 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.

For experience and certifications obtained at MTA New York City Transit, you will be given credit for your experience and certifications based on the information contained in your MTA New York City Transit employee records.

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.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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.

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.

Proof of Identity: You must present your MTA New York City Transit employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive credential and experience test and the qualifying practical skills test and are marked eligible, 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 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: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated or returned to your previously held permanent title.

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination or being returned to your previously held permanent title.

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SPECIAL ARRANGEMENTS

Late Applications: Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may be eligible to submit a late application if you are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which qualifying practical skills testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which qualifying practical skills testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the qualifying practical skills test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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; or
4. Absence due to ordered military duty; or
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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the “Correspondence” section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., 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 from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at examsunit@nyct.com with the subject “Contact Info Update,” or you may mail your request to the address at the end of this section. 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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include “Promotion to Car Inspector, Exam No. 1703” in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Car Inspector, Exam No. 1703
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.