



New York City Transit

Notice of Examination

Promotion to Electronic Equipment Maintainer, Exam # 7703

Application Deadline:

October 25, 2016

Types of Tests:

Multiple-Choice & Practical Skills

Application Fee:

\$85.00 (non-refundable)

Multiple-Choice Test Date:

March 25, 2017 or 26, 2017

(subject to change)

AMENDED NOE

This Notice was amended on August 10, 2018 to change the test date to March 25, 2017 or March 26, 2017.

JOB DESCRIPTION

Electronic Equipment Maintainers, under supervision, maintain, install, inspect, test, alter and repair electronic wireless and wired communication systems, and digital and analog control equipment and systems in the shop or in the field, including radio systems, closed circuit video equipment, and other electronic communication equipment; perform circuit testing, analysis, and fault identification; keep records; operate motor vehicles; and perform related work.

Some of the physical activities performed by Electronic Equipment Maintainers and environmental conditions experienced are: climbing ladders, distinguishing colors to troubleshoot complex equipment, accurately distinguishing shapes under poorly lit working conditions, moving out of the way of moving trains and motor vehicles, working on or near tracks having live 600-volt contact rails, walking along the track in dimly lit areas, loading and unloading vehicles and working outdoors in all weather conditions.

Special Working Conditions: Electronic 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.)

SALARY

The current minimum salary for Electronic Equipment Maintainer is \$35.6317 per hour for a 40-hour week. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of MTA, New York City Transit.

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.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA, New York City Transit who **on the date of the multiple-choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see note, below) for the title of Transit Electrical Helper working in Electronic Equipment Maintenance; and
2. Has been permanently employed in such title working in Electronic Equipment Maintenance for not less than one year; and
3. Is not otherwise ineligible. (Continued)

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ELIGIBILITY TO TAKE EXAMINATION (Continued)

(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.)

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 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 any MTA agency other than MTA, New York City Transit.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title of Transit Electrical Helper and you must be permanently employed in that title or your name must appear on a Preferred List for that eligible title. Additionally, you must have served permanently in the eligible title of Transit Electrical Helper for at least one year. Time served prior to a break in service of more than one year will not be credited.

Driver License Requirement: 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.

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) process required by federal law in order to be promoted to this safety-sensitive position.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

You must apply online for this examination **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 the "BSC" employee portal at: <http://www.mymta.info/> by the last day of the application period.
2. You must pay the application fee via payroll deduction. Applicants who request a fee waiver **must** apply by mail.
3. You will be sent a confirmation email after you complete your application and pay the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

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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, New York City Transit Exam Information Center* as indicated below and must submit the *Application* 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 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 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 G train to the Hoyt Street Station.

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 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.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the *MTA Business Service Center* will be used to mail correspondence, including the *Admission Letter*.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Only those who pass the multiple-choice test will be scheduled to take the practical skills test. Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%.

You must pass the qualifying multiple-choice test and the competitive practical skills test to have your seniority credited. Your seniority score will be 70 plus $\frac{1}{2}$ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent competitive class titles. Your service will be credited through the first date of the competitive practical skills test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The qualifying multiple-choice test may include questions on basic electronic and electrical theory; proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting electrical schematics; and other related areas.

The competitive practical skills test may require you to perform tasks related to the installation, testing, maintenance and repair of electronic and electrical communications equipment, including the proper use of hand tools, meters and other testing equipment, and safe work practices and procedures.

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.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, 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.

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TEST ADMINISTRATION GUIDELINES (Continued)

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 each test.

THE TEST RESULTS

If you pass both the multiple-choice test and the 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 test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

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.

SPECIAL ARRANGEMENTS

Late Filing: Consult with **your department's Human Resources representative** to determine the procedure for filing a late *Application* if you meet one of the following conditions:

1. 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; or
2. You become eligible after the above application period, but on or before the date of the multiple-choice test.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by employment where you are an officer or employee of MTA, New York City Transit;
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 of restoration to your position after performing ordered military duty.

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.

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CORRESPONDENCE

Change of Contact Information: It is critical that you keep your employee 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 promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information. All changes to your employee contact information should be made through the MTA, Business Service Center (BSC) via the employee portal at <http://www.mymta.info/>.

All correspondence, including the submission of your *Application*, must be sent to the following address:

Promotion to Electronic Equipment Maintainer, Exam No. 7703
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.