



New York City Transit

Notice of Examination

Promotion to Power Electronic Maintainer, Exam No. 9717

Application Deadline:

December 24, 2018

Type of Test:

Short-Answer Essay

Application Fee:

\$82.00

Test Date: (subject to change)

Saturday, April 6, 2019 or
Sunday, April 7, 2019

JOB DESCRIPTION

Power Electronic Maintainers inspect, test, maintain and repair the electronic automated monitoring and control equipment of New York City Transit's power system. They troubleshoot, repair, maintain, test and operate solid state computerized supervisory control systems, relays, meters, test instruments, analog and digital circuit boards, modems and related low and high-voltage equipment; diagnose operating defects in power conversion equipment; record data; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Power Electronic Maintainers and environmental conditions they experience are: working with small components and hand-held instruments; climbing and descending ladders; walking along catwalks in subways; distinguishing colors; and working in confined spaces.

Special Working Conditions: Power Electronic 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 Power Electronic Maintainer is \$31.9241 per hour for a 40-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the date of the short-answer essay test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Power Electronic Technician; and
2. Is not otherwise ineligible.

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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 MTA agencies 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 as indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in that title or your name must appear on a Preferred List for the title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "Eligibility to Take Examination" 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. MTA New York City Transit will **not** accept *Applications* in person.

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") General 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

Online Applications:

1. Apply using the "BSC" employee portal at 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.

Save your confirmation numbers for future reference and proof of filing an *Application*.

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 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 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 first date of the short-answer essay test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA 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*.

If your official mailing address is **not** up to date, please refer to the Correspondence section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

THE TEST

You will be given a competitive short-answer essay test. A score of 70% is required to pass the short-answer essay test. Your score on the short-answer essay test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the short-answer essay test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under jurisdiction of the commissioner, Department of Citywide Administrative Services, in competitive class titles. Your service will be credited through the date of the short-answer essay 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.

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 short-answer essay test may include questions on the following topic areas:

1. Power electronic devices and related circuitry
2. Operating problems in power conversion equipment
3. Reading and interpreting schematics related to power electronic operations
4. The use and maintenance of tools and electronic test equipment.
5. Mathematical formulas and computations related to the testing and maintenance of power equipment
6. Programmable logic controllers
7. MTA New York City Transit safety rules and procedures
8. MTA New York City Transit flagging rules and procedures

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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.

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 short-answer essay 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.

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 first date of the short-answer essay 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 municipal employment;
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;
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 60 days of restoration to your position after performing ordered military duty.

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SPECIAL ARRANGEMENTS (Continued)

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.

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 **and** the MTA Business Service Center (BSC). 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.

To update your contact information with MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Email us at 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.

To update your contact information with the MTA Business Service Center (BSC), you must also:

1. Visit the employee portal at www.mymta.info; and
2. Update your information by selecting the "My Personal Information" tab

All other correspondence must be sent to the following address:

Promotion to Power Electronic Maintainer, Exam No. 9717
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.

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.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 91752; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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