



New York City Transit

# Notice of Examination

## Promotion to Signal Maintainer, Exam No. 1704

**Application Deadline:**

February 23, 2021

**Types of Tests:**

Credential and Experience Test  
and Practical Skills Test

**Application Fee:**

\$91.00

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

Practical skills testing is expected to  
begin on Monday, July 12, 2021

### JOB DESCRIPTION

**Signal Maintainers**, under supervision, maintain, install, inspect, test, alter and repair MTA New York City Transit's railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment, including all-electric, electro-pneumatic, optical, all-relay and mechanical interlocking machines, centralized traffic control machines, electronic code systems, train identity systems, microprocessors, switch machines, automatic train stops, color light and semaphore signals, electronic train control and monitor systems, and related power and control equipment. They keep records; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Signal Maintainers and environmental conditions they experience are: working on or near train tracks where live high voltage equipment is present; climbing and descending ladders and stairways; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in all weather conditions; carrying tools and equipment; and operating heavy machinery.

**Special Working Conditions:** Signal Maintainer 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 Signal Maintainer is \$39.47 per hour for a 40-hour work week. This rate is subject to change.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: February 3, 2021

## 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 Transit Electrical Helper (working in the Signal Maintenance group of the division of Maintenance of Way) and has been permanently employed in such title for not less than one year; or
2. Is or has been employed in the non-competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in Signal Maintenance and is employed in the Division of Maintenance of Way; and
3. Is not otherwise ineligible.

**The admission of employees who are employed in the non-competitive title of Transit Electrical Apprentice in the Division of Maintenance of Way is on a collateral basis pursuant to Section 52(14) of the New York Civil Service Law.**

(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 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.

## REQUIREMENTS TO BE PROMOTED

**From the competitive title of Transit Electrical Helper:** At the time of promotion, you must have completed your probationary period in the eligible title of Transit Electrical Helper (working in the Signal Maintenance Group of the Division of Maintenance of Way) 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.

**From the non-competitive title of Transit Electrical Apprentice:** At the time of promotion, you must be employed or have been employed in the title of Transit Electrical Apprentice in the Division of Maintenance of Way.

**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.

**Medical Requirement:** Medical guidelines have been established for the position of Signal Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Signal Maintainer. 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.

(Continued)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: February 3, 2021

## REQUIREMENTS TO BE PROMOTED (Continued)

**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](http://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](mailto: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.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction. You must 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](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](mailto: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](mailto: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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: February 3, 2021

## THE TEST

You will be given a competitive credential and experience test. Your score on this test will be used to determine your place on an eligible list. 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 achieve 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 Transit Electrical Helper working in the Signal Maintenance Group in the Division of Maintenance of Way 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 Track Flagging Certification.
- Two and one-half points for the possession of a valid MTA New York City Transit Track Safety Certification.

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

(Continued)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: February 3, 2021

## 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 the test.

## THE TEST RESULTS

If you pass the credential and experience 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 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

**Training:** You may be required to undergo a formalized training course during your probationary period. Those probationary employees from the permanent title of Transit Electrical Helper, who do not successfully complete this training course, will be returned to their previous title. Those probationary employees from the title of Transit Electrical Apprentice who do not successfully complete this training course may be returned to their permanent title if they have any or may be terminated from the title of Signal Maintainer.

## 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](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

(Continued)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application Period Opened:** February 3, 2021

**SPECIAL ARRANGEMENTS (Continued)**

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](mailto: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](mailto: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](http://www.mymta.info) to update their contact information through the MTA Business Service Center (BSC).**

All other correspondences should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include "Promotion to Signal Maintainer, Exam No. 1704" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Signal Maintainer, Exam No. 1704  
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.