



New York City Transit

Notice of Examination

Promotion to Track Worker, Exam No. 8704

Amended Notice – September 20, 2017

Application Deadline:

September 26, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$68.00

Test Date: (subject to change)

April 7, 2018 or April 8, 2018

Amended Notice: This Notice of Examination was amended on September 20, 2017 to add a more detailed description of the multiple-choice test in **THE TEST** section.

JOB DESCRIPTION

Track Workers, under supervision, maintain, install, inspect, test, alter, and repair the track and roadway in subway and elevated service under operating conditions. This includes, but is not limited to, the maintenance, installation, inspection, testing, alteration and repair of rails, frogs, switches, ties, plates and insulated joints, and their related adjusting, tamping, welding, grinding, greasing and cleaning; and perform related work.

Some of the physical activities performed by Track Workers and environmental conditions experienced are: working outdoors in all weather conditions; lifting and carrying tools, equipment and materials weighing up to 95 pounds; working on elevated structures up to 100 feet high; walking along the track way where tripping hazards are present; distinguishing between different colored lighted signals and flags; driving in large spikes with mauls and pulling spikes out with claw bars; and working in a noisy environment near live third rail and in the path of oncoming trains.

Special Working Conditions: Track Workers 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 Track Worker is \$22.60 per hour for a 40-hour work week. This rate is subject to change.

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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 Railroad Track Cleaner; and
2. 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.)

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 Manhattan and Bronx Surface Transportation Operating Authority (MaBSTOA), 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 of Railroad Track Cleaner as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible 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.

Medical Requirement: Medical guidelines have been established for the position of Track Worker. Candidates will be examined to determine whether they can perform the essential functions of the position of Track Worker. 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 function of the job.

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

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.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (continued)

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 number 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.

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

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 trains 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 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*.

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 test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice 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 competitive class titles. Your service will be credited through the date of the multiple-choice 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.

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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 cannot be made once the eligible list is established.

The competitive 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: Reading and understanding a safety bulletin.

Written Expression – The ability to use English words or sentences in writing so others will understand. Example: Writing an incident report.

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: Following the rules for operating equipment.

Inductive Reasoning – The ability to combine separate pieces of information, or specific answers to problems to form general rules or conclusions. It includes coming up with a logical explanation for why a series of unrelated events occur together. Example: Determining an unsafe condition based on different issues observed on the track.

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: Laying out track material in the correct order when installing track.

Memorization – The ability to remember information, such as words, numbers, pictures, and procedures. Example: Remember instructions given by a supervisor.

Problem Sensitivity – The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. Example: Recognizing when a track is not installed correctly.

Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. Example: Determining how an obstruction along the trackway will look when you are standing on the opposite side of it.

Spatial Orientation – The ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: Determining track configurations based on diagrams.

Mechanical Aptitude – The ability to understand and apply mechanical concepts and principles to solve problems. Example: Choosing the appropriate screwdriver to turn a certain screw head.

Dial/Gauge Reading – The ability to monitor gauges, dials, or other indicators to ensure that a piece of equipment or machine is working correctly. Example: Reading switch inspection gauges.

Perceptual Speed – The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. Example: Navigating the trackway using track marker signs.

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 **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited.

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TEST ADMINISTRATION GUIDELINES (continued)

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 identification card when you arrive to take the test.

THE TEST RESULTS

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score 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 day 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 municipal 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;
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 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 scheduled test date.

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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.

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:

Promotion to Track Worker, Exam No. 8704
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 New York City Transit Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 90744; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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