



REQUIRED FORMS

APPLICATION

EDUCATION AND EXPERIENCE TEST PAPER

FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

NOTICE OF EXAMINATION

Transit Electrical Helper Exam No. 3606

WHEN TO APPLY: From: February 6, 2013
To: February 26, 2013

APPLICATION FEE: \$54.00
(This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 8, 2013

This Notice was amended on February 7, 2013: the dates by which the education and experience requirements must be met in the HOW TO QUALIFY section were changed to the following: Experience Requirements must be met by the last day of the Application Period; Education Requirements must be met by June 30, 2013.

This Notice was amended on March 6, 2013 to add the following statement to "The Test Results" section: "Candidates who receive a passing score on the safety proficiency assessment will not be required to retake the same safety proficiency assessment when being considered for employment in the same or a different title."

The eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee. Eligible candidates accepting or declining appointment either as a Transit Electrical Helper or as a Signal Maintainer Trainee will have their names removed from the eligible list.

JOB DESCRIPTION: Transit Electrical Helpers, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electro-mechanical and electronic equipment in various New York City Transit departments; Transit Electrical Helpers drive motor vehicles to and from work assignments; keep records and write reports; perform related work.

Under direct supervision, Transit Electrical Helpers perform the duties indicated below in the following areas:

1. In Signal Maintenance, assist Signal Maintainers and Maintenance Supervisors (Signals), with their work on railroad signal apparatus, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, related apparatus and some asbestos containing material.
2. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communication equipment, closed circuit television and control systems and equipment.
4. In Elevator and Escalator Maintenance, they assist Transit Electro-Mechanical Maintainers and Maintenance Supervisors (Elevator and Escalators) with their work on elevators, escalators, electrically operated drawbridges, and all related electrical and mechanical equipment.
5. In Ventilation and Drainage Maintenance, they assist Transit Electro-Mechanical Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contract rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.
7. In Electrical Power Maintenance, they assist Power Maintainers - Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optic cables, and auxiliary equipment and accessories; work with asbestos-containing material, mercury and lead; and drive a truck.
8. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephones) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communication systems and asbestos-containing materials.

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Signal Maintainer Trainees, under close supervision, receive a course of training in both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation; maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of New York City Transit. Signal Maintainer Trainees drive motor vehicles to and from work assignments; and perform related work.

Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; hearing audible signals such as alarm bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; observing colored light signals in tunnels, on elevated tracks, and on open-cut road beds; differentiating color-coded wires; and working outdoors in all weather conditions. Transit Electrical Helpers in Electrical Power Maintenance may work in the presence of infectious and biological wastes.

Special Working Conditions: Transit Electrical Helpers and Signal Maintainer Trainees may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(These are brief descriptions of what you might do in these positions and does not include all the duties of these positions.)

SALARY AND BENEFITS:

1. The current minimum salary for Transit Electrical Helpers working in Electrical Power Maintenance is \$19.3050 per hour for a 40-hour week increasing to \$27.5775 in the fourth year.
2. The current minimum salary for Transit Electrical Helpers working in other subdivisions is \$18.8750 per hour for a 40-hour week increasing to \$26.9625 per hour in the fourth year.
3. The current minimum salary for Signal Maintainer Trainee is \$19.9500 per hour for 40-hour week increasing to \$21.3750 per hour in the second year. Upon advancement to the title of Signal Maintainer, the current minimum salary for Signal Maintainer is \$30.3425 per hour for 40-hour week.

These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY:

Experience Requirements: Must be met by **the last day of the Application Period.**

Education Requirements: Must be met by **June 30, 2013.**

1. Four years of full-time experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical, electronic, or electro-mechanical technology, or closely related field; or
4. An associate or higher degree in electrical, electronic, or electro-mechanical technology, or a closely related field from an accredited college or university; or
5. 60 semester credits of college education leading to an associate or higher degree from an accredited college in electrical, electronic, or electro-mechanical technology, or a closely related field; or
6. A four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization; plus three years of full-time experience as described in option "1" above.

High school or trade school education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

You may be given the test before we review your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will **not** be refunded and you will not receive a score.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment.

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

Residency: New York City residency is not required for these positions.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with New York City Transit.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination online, at <http://www.mtabsc.info/>; or in person at the MTA Exam Information Center (as indicated below).

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 Jay Street-Metro Tech Station, or the 2 or 3 train to the Hoyt Street Station.

REQUIRED FORMS:

1. **Application:** Make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B and C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE: If you believe you meet the requirements in the "How to Qualify" section, **you must apply by mail.**

New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Be postmarked by the last day of the application period.
2. Include all of the required forms, as indicated in the Required Forms section above.
3. Be mailed to the address in the "Correspondence Section" of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, the exam title and the exam number.

Save your money order receipt for future reference and proof of filing an application.

Cash and personal checks will not be accepted.

ADMISSION LETTER: You should receive an Admission Letter in the mail about 10 days before the date of the multiple-choice test. If you do not receive this letter at least 4 days before this date, you may obtain a duplicate letter at MTA Exam Information Center (as indicated above) or you may call (347) 643-7221 or (347) 643-7222.

THE TEST: You will be given a multiple-choice test. A score of 70 is required to pass this test. Your score on this test will be used to determine your place on an eligible list.

The multiple-choice test may included questions on electrical work and equipment in the following areas: basic electrical theory; proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting blueprints and drawings; performing job related calculations; keeping records; and other related areas.

There will also be a qualifying safety proficiency assessment. In the qualifying safety proficiency assessment, you will be required to demonstrate oral comprehension, memorization, oral expression and problem sensitivity.

THE TEST RESULTS: You will be notified by mail of your test results. The names of candidates who meet the education and experience requirements and pass the multiple-choice test will be placed on an eligible list in final score order and assigned a list number. Candidates on the eligible list will be scheduled in list number order to take a qualifying safety proficiency assessment. Those who pass the assessment and meet all other requirements and conditions will be considered for appointment when their name is reached on the eligible list. Candidates who receive a passing score on the safety proficiency assessment will not be required to retake the same safety proficiency assessment when being considered for employment in the same or a different title. Veteran's credits will be granted only to eligible passing candidates who request that they be applied.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for Transit Electrical Helper is one year.

Signal Maintainer Trainee Appointment Conditions: Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York, with a probationary period of 30 months. At the end of 18 months of satisfactory training and service, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer. Those who do not successfully complete this program may be terminated.

The Trainee service may extend to a maximum of 24 months and the probationary period can also be extended for a corresponding duration. The last 12 months of probationary service will be served in the higher title. If you fail probation at any point, your services will be terminated.

Selective Certification for Commercial Driver License (CDL): You may be considered for appointment to positions requiring a Commercial Driver License through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions in the Electrical Power Maintenance and Operations Groups.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

To qualify, you will be required to possess at the time of appointment either:

1. A Class B Commercial Driver License valid in the State of New York with endorsement for hazardous materials and no disqualifying restrictions; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

If you qualify under #2 above you will be appointed subjected to receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials within six months of appointment.

For all appointments through Selective Certification, the Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions must be maintained for the duration of employment in the Electrical Power Maintenance and Operations Groups. If you have serious moving violations, license suspension or an accident record you may be disqualified.

Candidates interested in Selective Certification should follow the instructions on page seven of the *Education and Experience Test Paper* form. You may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such an instance, you are required to notify NYC Transit as indicated in the Correspondence Section below.

SPECIAL ARRANGEMENTS:

Special Testing 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*

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the address below:

Transit Electrical Helper, Exam No. 3606
NYC 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 appointment, and may result in criminal prosecution.