New York City Transit

Notice of Examination

Railroad Stock Worker, Exam No. 6601
Amended Notice – August 13, 2025

Application Deadline:

August 15, 2025

Type of Test:

Multiple-Choice Test

Application Fee:

$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

Multiple-Choice Test Date:
(subject to change)

Saturday, October 11, 2025 or
Sunday, October 12, 2025

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

This Notice of Examination was amended on August 13, 2025 to revise the salary information in the "Salary and Benefits" section, update the Application Fee, and update the knowledge, skills and abilities in "The Test" section.

JOB DESCRIPTION

Railroad Stock Workers, under direct supervision, assist in receiving, checking, classifying, storing and distributing materials and supplies at the central warehouses and/or storerooms of the MTA New York City Transit system. They load and unload trucks; unpack, count, sort, mark and place materials and supplies received on pallets, shelves and in bins; pick supplies from bins, racks, and shelves to fill requisitions; lift and carry bulky and heavy railroad/bus parts and tools; check materials received, perform verifications, and note breakage and differences in quantity; operate hydraulic diesel and electric lift trucks; keep storage areas and materials clean and orderly; assist in preparing inventories; assist in maintaining records of supplies and equipment received and issued, including scrap and obsolete materials; make entries in a systematized quantity ledger; enter data into stock-tracking computerized inventory management systems; operate motor vehicles; and perform related work.

Some of the physical activities performed by Railroad Stock Workers and environmental conditions experienced are: moving materials in and around the warehouses and storerooms; loading and unloading vehicles; operating material handling equipment such as lift trucks, retrievals, carousels and wrapping machinery; climbing and descending ladders; lifting heavy material and/or packages up to 50 pounds; and working outside in all weather conditions.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: July 1, 2025

Special Working Conditions: Railroad Stock 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 AND BENEFITS

The current minimum salary for Railroad Stock Worker is $26.98 per hour for a 40-hour work week increasing to $38.55 per hour in the sixth year of service. These rates are subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, 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.

HOW TO QUALIFY

Experience Requirements: By the **last day of the Application Period,** you must meet the following requirements:

1. Three years of full-time satisfactory experience as a stock assistant, stock clerk, stock worker or shipping and receiving clerk in an industrial, manufacturing, or wholesaling warehouse or similar large-scale environment; or
2. Four years of full-time satisfactory experience as a stock assistant, stock clerk, stock worker or shipping and receiving clerk in a retail environment which primarily stocks automotive, machine, marine maintenance tools, production parts, or plumbing, hardware or sheet metal supplies; and/or manual or power maintenance tools.

Up to one (1) year of experience performing at the supervisory or managerial level overseeing the work described in “1” or “2” above can be substituted for up to one (1) year of the experience described in “1” or “2” above.

Experience which involves only incidental warehousing and/or stocking experience, or customer service at a retail store, such as a sales associate or cashier is <u>not acceptable</u>.

If you have qualifying part-time experience, it will be credited on a prorated basis.

Test Site Experience Response Form: On the date of the multiple-choice test, you will be required to document that you met the experience requirements by the end of the application period for this examination. You may also be required to complete additional forms regarding the experience requirements at the time of appointment. You will be given the multiple-choice test before we verify 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 **<u>not</u>** be refunded, and you will **<u>not</u>** receive a score.

THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above “Test Date” box. 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 Test Accommodations” subsection below.

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 multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **General Warehousing Practices and Procedures**: Knowledge of receiving, checking, classifying, storing and distributing materials and supplies; shipping, loading and unloading; operating material-handling equipment and utilizing safe work practices
    - Example: *Keeping storage areas and materials neat and orderly, ensuring a safe work environment*
- **General Warehousing Documents**: Knowledge of processing paperwork and reports, and keeping records
    - Example: *Entering data into stock-tracking computerized inventory management systems*
- **Written Comprehension**: Ability to understand written English words and sentences
    - Example: *Reading and understanding a Bill of Lading*
- **Written Expression**: Ability to use English words or sentences in writing so others will understand
    - Example: *Documenting a purchase order, requisition or stock discrepancy*
- **Short-Term Memorization**: Ability to remember information, such as words, numbers, pictures, and procedures. Pieces of information can be remembered by themselves or with other pieces of information
    - Example: *Memorizing common units of measurement, storage locations or binning numbers*
- **Problem Sensitivity**: Ability to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as the elements of the problem
    - Example: *Exercising caution when transporting hazardous materials*
- **Number Facility**: Involves the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly
    - Example: *Correctly counting materials in a bin*
- **Inductive Reasoning**: Ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions
    - Example: *Understanding why storeroom procedures are important and forming appropriate conclusions*
- **Information Gathering**: Ability to correctly follow 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: *Following step-by-step procedures on how to properly bin an item*
- **Visualization**: Ability to imagine how something will look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. The task is to predict how an object, set of objects or pattern will appear after the changes are carried out
    - Example: *Understanding how the view of the shelving unit will change when facing it compared to a different angle of view*
- **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: *Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken*

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. 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 Test Accommodations" subsection below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

Online Applications:

1. If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

   IMPORTANT: If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by September 1, 2025, you must submit documentation supporting your fee waiver request by mail to Railroad Stock Worker, Exam No. 6601, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600.

   You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as "MTA NYCT Exam Fee." Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

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 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 or mailed to the address in the "Correspondence" section below.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test 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 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 the multiple-choice testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice 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
3. Absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, 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; or
7. Pregnancy, childbirth or a related medical condition.

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 or by mail to the address in the "Correspondence" section below as soon as possible.

Late Filing for MTA New York City Transit Provisional Employees: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

- are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and 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:

1. Email us at examsunit@nyct.com with the subject "Contact Info Update;" or
2. 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, MTA New York City Transit Employees, and employees of other MTA related agencies must also visit the employee portal at www.mymta.info to update their contact information through the "BSC."**

All other correspondence should be sent to examsunit@nyct.com and must include "Railroad Stock Worker, Exam No. 6601" in the Subject. Alternatively, you can mail your correspondence to the following address:

Railroad Stock Worker, Exam No. 6601
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS

Admission Letter or Notice of Proposed Disqualification: An Admission Letter or a Notice of Proposed Disqualification will be emailed to you at least 10 days before the first date listed in the above "Test Date" box. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 10 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their email address **up to date**. Please refer to the "Correspondence" section above for instructions on how to update your email address and other contact information.

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.

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.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: examsmakeups@nyct.com.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below**. If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

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.

THE TEST RESULTS

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

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, 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 appointed.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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 MTA New York City Transit.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

Assignment Level II: Appointments will be made to Assignment Level I. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements as stated above, either one year served at Assignment Level I, or one additional year of experience as described in the "How to Qualify" section above.

At Assignment Level II, Railroad Stock Workers perform the duties described in the "Job Description" section and may be assigned to a satellite storeroom and perform these duties without direct supervision. They may also be assigned to perform inspection work on new equipment and material to include at manufacturing plants, and may operate a motor vehicle.

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.