New York City Transit

NOTICE OF EXAMINATION

CAR INSPECTOR ((SUBWAY CAR MECHANIC))
Exam No. 7612

WHEN TO APPLY: **From: 11/1/2026**

To: 11/28/2026

APPLICATION FEE: $91.00

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.

TYPE OF TEST:

Multiple-Choice Test & Practical Skills Test

TEST DATE:

Multiple-Choice testing is expected to begin on Saturday, January 23, 2027

Pursuant to Section 61(1) of the New York Civil Service Law, the eligible list resulting from this examination may also be used to fill vacancies in the title of Road Car Inspector. Candidates who accept appointment as a Car Inspector or Road Car Inspector will be removed from the eligible list. Candidates who decline appointment to one of the above titles will not be considered again for appointment to that title but may be considered for appointment to the other remaining title.

JOB DESCRIPTION:

Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, troubleshoot and make repairs and adjustments on any part of MTA New York City Transit's multiple-unit subway cars and subway service cars in the car shops, terminals, yards and on the road, including subway car body, electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment, subway car bodies and associated fixtures, air conditioning and heating equipment, and electrical and electronic control and motor equipment; maintain and repair subway car washers and shop equipment; operate and maintain lifting and carrying equipment associated with the placement and removal of subways cars and subway car parts; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Car Inspectors and the environmental conditions they experience are: working outdoors in all weather conditions, crouching under subway cars in maintenance pits, reaching into dark spaces and making tactile inspections, making visual inspections of equipment, distinguishing colors, reading gauges and prints, climbing into and out of maintenance pits, using hand tools, hearing warnings (bell, whistle and vocal), and carrying heavy tools and equipment.

Road Car Inspectors, under supervision, detect trouble on any part of MTA New York City Transit's multiple-unit subway cars and subway service cars on the road and in terminals, including subway car body and truck equipment, subway car body and truck brake rigging, electrical and pneumatic brake equipment, and electrical and electronic control and motor equipment; make necessary repairs to keep subway cars in service or enable them to be moved to sidings or terminals; operate a motor vehicle; keep records and prepare reports; and perform related work.

Some of the physical activities performed by Road Car Inspectors and the environmental conditions they experience are: working outdoors in all weather conditions, crouching under subway cars along trackways, reaching into dark spaces and making tactile inspections, making visual inspections of equipment, distinguishing colors, reading gauges and prints, using ladders to climb up to and descend from track ways, working on elevated structures, operating heavy machinery and equipment, using hand tools, hearing warnings (bell, whistle and vocal), communicating verbally with crew and passengers regarding train troubles experienced on the road, and carrying heavy tools and equipment.

Special Working Conditions: Car Inspectors and Road Car Inspectors 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 Car Inspector is $38.80 per hour for a 40-hour work week increasing to $45.65 per hour in the sixth year of service. The current minimum salary for Road Car Inspector is $46.82 per hour for a 40-hour work week. These rates are subject to change. 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

Education and 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 journey-level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) working from drawings, performing either (a) the troubleshooting, repair and maintenance of large heavy duty electromechanical, electric or electronic equipment and/or machinery; or (b) the inspection, maintenance, troubleshooting and repair of multiple-unit electrical railroad cars or diesel electric locomotives; or
2. Two years of full-time satisfactory experience at the journey level as described in paragraph "1." above, plus completion of one of the following listed below **before obtaining your journey level experience**:
   A. Two years of full-time experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
   B. Graduation from a recognized trade school or technical school with a major course of study in electromechanical, electrical or electronic technology, or a closely related field totaling at least 600 hours; or
   C. Graduation from a vocational high school with a major course of study in electromechanical, electrical or electronic technology, or a closely related field; or
   D. An Associate in Applied Science degree, or a higher degree, from an accredited college or university in electromechanical, electrical or electronic technology or a closely related field.

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

Some examples of acceptable experience include: aircraft/avionics technician, power-plant technician, automotive/diesel mechanic/technician, commercial/industrial electrician, electronic systems technician, commercial/industrial HVAC technician, and elevator/escalator mechanic.

Some examples of unacceptable experience include: machinist; CNC machine operator; copy machine mechanic; assembler; basic electrical work, such as residential/commercial lighting and wiring; electronic bench technician; auto-body and fender mechanic; auto or truck assembly mechanic; dealership makeready mechanic; gas station attendant; salvage or junkyard mechanic; automotive specialty work, such as changing mufflers, windshield wipers, tires, oil, etc.; and repair of personal computers.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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 are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the test(s) and/or assessment(s) before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

Education and Experience Exam: During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: 21/35 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (11/28/2026) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (11/28/2026), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): 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, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to MTA New York City Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

THE TEST:

You will be given a qualifying multiple-choice test and a competitive practical skills test. The qualifying multiple-choice test may be given at a computer terminal or using paper and pencil/pen. A score of at least 65% is required to pass the qualifying multiple-choice test and the competitive practical skills test. Only those who meet the qualifying education and experience requirements and pass the qualifying

multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will be used to determine your place on the eligible list.

You will be scheduled to take the multiple-choice test as indicated 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 qualifying multiple-choice and competitive practical skills test may measure your knowledge, skills and abilities in the following and other related areas:

- **Electrical Equipment:** Knowledge of electrical devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair electrical devices utilizing safe work practices
  - Example: Using a multi-meter to measure the voltage in a circuit
- **Electronic Equipment:** Knowledge of electronic devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair electronic devices utilizing safe work practices
  - Example: Troubleshooting a circuit to find a defect
- **Mechanical Equipment:** Knowledge of mechanical devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair mechanical devices utilizing safe work practices
  - Example: Repairing a piece of equipment that has stopped working
- **Pneumatic Equipment:** Knowledge of pneumatic devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair pneumatic devices utilizing safe work practices
  - Example: Troubleshooting a piece of equipment that is running under normal operating pressure
- **Schematics:** Ability to read and comprehend electrical, electronic, mechanical and pneumatic manuals; skill to utilize procedural manuals, wiring diagrams, schematics and drawings when performing tasks
  - Example: Tracing a circuit to find out how it is wired

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at *https://a856-mtaexams.nyc.gov/OASysWeb/home*. Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact the Examinations Unit. This review may require approximately five (5) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived.

If you are requesting a fee waiver, you must, by December 14, 2026, submit documentation supporting your fee waiver request by mail to Car Inspector, Exam No. 7612, 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.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact the Examinations Unit at *examsunit@nyct.com*.

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide which is located in the "Special Test Accommodations" section below.

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.

If you submit an application for this open competitive examination and you also submit an application for the promotional examination for Promotion to Car Inspector, Exam No. 7712, you will only be permitted to take the test(s) for this title one time. Please note that the promotional examination is only open to

employees in certain job titles as described in the "Eligibility to Take Examination" section on the promotional Notice of Examination.

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 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 testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the 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 the Examinations Unit 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 your employer. 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, follow the applicable instructions below:

Current employees must:

- Visit the employee portal at *www.mymta.info* to update your contact information through the "BSC" **and**
- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *https://a856-mtaexams.nyc.gov/OASysWeb/home*

External candidates must:

- Update this information on your Profile page in OASys by logging into your OASys account and navigating to your Dashboard, then your Profile tab at *https://a856-mtaexams.nyc.gov/OASysWeb/home*

Personal Information Update: If there are changes to your name and/or social security number you must use the Correction Form and follow all instructions for changing your name and/or social security number with the Examinations Unit. The following link will provide you with the MTA Correction Form: *https://www.mta.info/document/170711*.

All other correspondence should be sent to examsunit@nyct.com and must include "Car Inspector, Exam No. 7612" in the Subject. Alternatively, you can mail your correspondence to the following address:

Car Inspector, Exam No. 7612
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Your Admission Letter will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. 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, smart glasses,

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 the Examinations Unit. You can contact the Examinations Unit 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 education and experience requirements, pass the qualifying multiple-choice test and the competitive practical skills 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. You will be considered for appointment when your name is reached on the eligible list.

If you believe that your test results were rated incorrectly, you may submit an appeal of your score to the Examinations Unit through OASys. Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at *https://a856-mtaexams.nyc.gov/OASysWeb/home* and use the following steps:

1. Navigate to the Dashboard for the Appeals tab
2. Click the NEW APPEAL button to create and submit your appeal
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable)
6. Enter the details of your appeal by providing specific reasons why your score should be higher

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: (For Road Car Inspector appointments only) 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. Some assignments may require a Class B Commercial Driver License.

Medical Requirement: Medical guidelines have been established for the positions of Car Inspector and Road Car Inspector. You will be examined to determine whether you can perform the essential functions of the positions. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, 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 appointed to this safety-sensitive position.

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 any MTA agency.

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.

Promotion Examination: A promotion examination for this title is being held for eligible New York City Transit employees. The names appearing on the promotion list will be considered first in filling

vacancies.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your OASys account. If you are unable to locate the email, you can view a summary of the notification email by clicking the Notifications tab on your OASys dashboard. If you are still unable to locate the email, please email the Examinations Unit via the Contact feature available in OASys with a description of the issue, and include the exam number and your profile number located on your OASys Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

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