New York City Transit

NOTICE OF EXAMINATION

TRANSIT RAILCAR TECHNOLOGY SPECIALIST
Exam No. 7613

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

To: 11/28/2026

APPLICATION FEE: $88.00

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:

Education and Experience Exam

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 Transit Railcar Technology Specialist (Operations). Candidates who accept appointment as a Transit Railcar Technology Specialist or Transit Railcar Technology Specialist (Operations) 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:

Transit Railcar Technology Specialists, at Assignment Level I, under supervision, with some latitude for independent judgment, perform elementary railcar specialist work and assist in performing moderately difficult railcar/railcar technology planning, design and maintenance oversight work. They analyze, research, and plan railcar systems and their associated equipment/technologies, including the computer engineering aspects of these systems, anticipating problems and proposing solutions; work with engineers, procurement staff and vendors to develop contracts for procurement and maintenance of railcars and their associated technologies, formulating technical specifications and drawings with supporting documentation; resolve design issues and ensure contract stipulations are met with assistance of plant vendors during railcar production; plan and implement the inspection and testing of railcars and railcar equipment technology; provide technological expertise to resolve complex/unusual problems for railcar repair and maintenance staff; work directly with vendors to resolve operational problems, making design modifications, retrofits and/or overhauls as needed; assist in redesigning/modifying railcars and railcar technologies once warranty period is over; keep written and computer records; write reports; and perform related work.

Some of the physical activities performed by Transit Railcar Technology Specialists and environmental conditions experienced are: walking to and from inspection sites and from subway car to subway car, making visual inspections, climbing and descending from ladders and stairs, standing for an extended period of time, distinguishing colors, reading gauges and prints, bending and stooping during inspections, climbing around and over various objects, working outdoors occasionally in all kinds of weather, and operating a computer laptop.

Special Working Conditions: Transit Railcar Technology Specialists 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 Transit Railcar Technology Specialist is $76,279 per annum for a 35-hour work week. This rate is subject to change. There are four 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:

As per section 54 (2) of the New York State Civil Service Law, **Education Requirements** must be met by **November 28, 2027**. **Experience Requirements** must be met by the **last day of the Application Period**:

1. A four-year high school diploma or its educational equivalent, **plus**:

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

A. Two years of full-time satisfactory experience performing one of the following: **(** see notes below)**
   i. Reviewing moderately complex design or maintenance manuals or documents of railcars, automobiles, trucks, buses, marine vessels, aircraft or other industrial equipment; or
   ii. Preparing plans and technical specifications for railcars or other vehicles and equipment described in "A(i)"; or
   iii. Inspecting, performing, or supervising quality control reviews of the work described in "A(i)" and "A(ii)"; **and**

B. Three years of full-time satisfactory experience performing one or a combination of the following: **(** see notes below)**
   i. Inspecting, maintaining, repairing, troubleshooting of railcar or other vehicles and equipment described in "A(i)"; or
   ii. Supervising or performing the installation of railcar or other vehicles or equipment described in "A(i)"; **or**

2. A four-year vocational/technical high school diploma with a major sequence of courses in electrical, mechanical, or electronic technology, or a closely related field, plus two years of full-time satisfactory experience described in "1A" above and two years of the full-time satisfactory experience described in "1B" above; **or**
3. An associate degree from an accredited college with a major sequence of courses in electrical, mechanical, civil, transportation, aerospace or computer engineering, electrical/electronic technology, computer science, cyber security or related degree, plus two years of the full-time satisfactory experience described in "1A" above, and one year of the full-time satisfactory experience described in "1B" above; **or**
4. A baccalaureate degree from an accredited college with a major sequence of courses as described in "3" above, plus two years of the full-time satisfactory experience described in "1A or 1B" above; **or**
5. A master's degree from an accredited college in one of the major fields described in "3" above, plus one year of the full-time satisfactory experience described in "1A or 1B" above.

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

Notes:

****For full-time satisfactory experience as a fully trained mechanic in "1A" above to be considered acceptable, the performance of work must include:**

Specialized work reviewing the design of railcars of moderate complexity: researching, planning and analyzing the design of railcars and their associated equipment technologies and the computer engineering aspects of these systems; utilizing the CADD (computer assisted drafting and design) program in performing the above work activities; formulating technical specifications and drawings with supporting documentation; resolving design issues and ensuring that contract stipulations are implemented; participating in redesigning or modifying railcars and railcar technologies
once the warranty period is over; or

Supervising and inspecting the installation of electronic and/or electro-mechanical railcar components: planning and implementing the inspection and testing of railcars and railcar equipment technology; insuring that functional specifications are met and notifying management and recommending replacement if they are not; performing functional tests of railcar systems and subsystems to insure that they work according to contractual specifications; performing safety tests to insure correct braking distance and acceleration on the test track; reviewing and analyzing testing data and interpreting results to supervision or management; providing technological expertise to resolve complex or unusual problems for railcar repair and maintenance staff; or

Preparing plans and technical specifications for railcar equipment subsystems: working with engineers, procurement staff and vendors to develop contracts for the procurement and maintenance of railcars and their associated technologies; participating in the development and design of specifications of subsystems (propulsion, brakes, doors, communication, heating, air conditioning); reviewing with engineers the impact of microprocessor hardware and software that affect the aforementioned subsystems; suggesting specification changes or software solutions for operating problems.

****For full-time satisfactory experience as a fully trained mechanic in "1B" above to be considered acceptable, the work must be in:**

Railroad power-operated railcar engineering and repair. This entails collecting railcar maintenance data for engineers associated with testing, failure analysis, component attrition; assisting engineering technician with functionality and safety testing of railcars; explaining maintenance data to engineers and technicians interested in determining if railcar functionality meets contractual specifications; or

Supervision of railcar maintenance, manufacture, or installation. This entails supervising mechanics in the performance of maintenance, repair, installation and manufacture of railcars and their electronic, electro-mechanical and mechanical components; performing as a lead or experienced mechanic in railcar maintenance.

You are responsible for determining whether or not you meet the qualification requirements for this exam prior to submitting your application. If you are marked “Not Qualified,” your application fee will not be refunded and your test papers will not be rated.

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.

The high school, 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.

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.

SELECTIVE CERTIFICATIONS:

Selective Certification for Education, Special Experience and Licensure: If you have the Education, experience or licensure listed below, you may be considered for appointment to positions requiring this education, experience or licensure through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education, experience or licensure. If you have qualifying education, experience or licensure as listed below, follow the instructions given to you during the education and experience exam to indicate your interest in such selective certification(s). Your education, experience and/or licensure will be verified by MTA New York City Transit at the time of consideration for appointment.

1. **Selective Certification in the field of Mass Public Transportation (MAT):** You must meet the condition in 'A' below.
   A. Experience: After meeting the experience requirements in the "How to Qualify" section above, you must possess a minimum of 6 months of operating experience in the field of mass public transportation.
2. **Selective Certification for a Motor Vehicle License (MVO):** To qualify for this Selective Certification, you will be required to possess a Motor Vehicle Driver License 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 not be eligible for appointment from this selective certification list. This license must be maintained for the duration of your employment in the title.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

THE TEST:

You will be given a competitive education and experience exam. A score of at least 70% is required to pass the competitive education and experience exam. Your score on this competitive education and experience exam will be used to determine 100% of your final score and your place on an eligible list. On the competitive education and experience exam, you will receive a score of 70 points for meeting the qualification requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as described in "1B" of the "How to Qualify" section for:	**You will receive up to:**
At least 6 months but less than 1 year	3 points
At least 1 year but less than 1 year and 6 months	6 points
At least 1 year and 6 months but less than 2 years	9 points
At least 2 years but less than 2 years and 6 months	12 points
At least 2 years and 6 months but less than 3 years	15 points
At least 3 years but less than 3 years and 6 months	18 points

At least 3 years and 6 months but less than 4 years	21 points
At least 4 years but less than 4 years and 6 months	24 points
At least 4 years and 6 months but less than 5 years	27 points
5 years or more	30 points

Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience used to gain additional credit must be obtained by the last day of the Application Period (November 28, 2026).

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.

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 Transit Railcar Technology Specialist, Exam No. 7613, 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.

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.

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 "Transit Railcar Technology Specialist, Exam No. 7613" in the Subject. Alternatively, you can mail your correspondence to the following address:

Transit Railcar Technology Specialist, Exam No. 7613
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

THE TEST RESULTS:

If you pass the competitive education and experience exam, 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 results. If you meet all requirements and conditions, 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:

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.

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.