



**REQUIRED FORMS**

APPLICATION  
EDUCATION AND  
EXPERIENCE TEST PAPER  
FOREIGN EDUCATION FACT  
SHEET (if applicable)

**NOTICE  
OF  
EXAMINATION**

**Staten Island Railway Machinist  
Exam No. 3805**

**This is NOT a New York City Transit position. This is NOT a Civil Service position.**

**WHEN TO APPLY:** From: **June 5, 2013**  
To: **June 25, 2013**

**APPLICATION FEE: \$68.00**  
**(This Fee is Non-Refundable)**

**THE TEST DATE:** The multiple-choice test is expected to be held on **Monday, September 23, 2013.**

**JOB DESCRIPTION: Staten Island Railway Machinists**, under supervision, build, assemble and maintain pumps, pneumatic and hydraulic tools and machinery. They inspect, patch, build, install, repair, and remove steel cabs, running boards, boilers, tanks and drums; make tools and machine parts; true axles; turn and bore wheels and ties; remove and replace joints on superheaters; connect and disconnect any wiring, coupling or pipe connections necessary to make or repair machinery or equipment; press steel tender truck frames; lay out and fit sheet iron or sheet steel work on trains; operate machines such as bolt threaders, lathes, milling machines, boring mills, shapers, drill presses and surface grinders; use hand and power tools; read blueprints and technical drawings; respond to emergencies; and perform related work.

Some of the physical activities performed by Staten Island Railway Machinists and environmental conditions experienced are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; responding to audible signals such as alarm bells, train whistles and horns; working in confined areas; crouching under train cars in maintenance pits; lifting heavy material and equipment; responding to visual signals including distinguishing colored lights; differentiating color-coded wires; and working outdoors in all weather conditions.

**Special Working Conditions:** Staten Island Railway Machinists may be required to work various shifts including nights, Saturdays, Sundays, and holidays and must be available to work overtime as required.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**SALARY AND BENEFITS:** The current minimum salary is \$22.132275 per hour for a 40-hour week, after a rate of \$7.25 per hour during the initial training period. This rate is 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. New employees may not be eligible for certain benefits until they meet specified service requirements in accordance with the Collective Bargaining Agreement.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the application period you must have:

Two years of full-time journey-level experience as a machinist performing machine and bench work in a machine shop, including experience on the lathe, milling machine, surface grinder, shaper, boring mill and/or drill press.

For the above journey-level experience to be credited, **it must be preceded by** one of the following:

1. Two years of full-time experience as a machinist's helper, apprentice or trainee performing or assisting in the work described above; or
2. Graduation from a recognized vocational high school, trade school or technical school with a major course of study in the machinist trade or a closely related field totaling at least 600 hours. This school must be approved by a state's Department of Education; or
3. An A.A.S. degree, or a higher degree, from an accredited college or university in the machinist trade or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Qualifying part-time experience will be credited on a pro-rated basis.

You may be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not 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:**

**License Requirement:** At the time of appointment, you must have a Motor Vehicle Driver License that is valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of a Staten Island Railway Machinist. 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 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.

**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 the Staten Island Railway.

**HOW TO OBTAIN AN APPLICATION:** During the application period, you may obtain an application for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> 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 train to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

**REQUIRED FORMS:**

**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.

**Education and Experience Test Paper:** Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive a proper rating. Keep a copy of your completed *Education and Experience Test Paper* for your records.

**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 as indicated below.

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 and the exam title and 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:** An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. You will also receive a telephone notification that provides the test date and location. If you do not receive an *Admission Letter* at least 4 days before this test, you may obtain a duplicate letter at: MTA Exam Information Center, 180 Livingston Street (Lobby) Brooklyn, NY, Hours: Monday through Friday, 9 AM to 3 PM. A paper copy of the Admission Letter is your ticket for admission to the test.

**THE TEST:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70 to pass the test. The multiple-choice test may include questions on: machine shop machinery, including lathes, milling machines, boring mills, shapers, drill presses, and surface grinders; various machinist tools and measuring devices including, micrometers, calipers, pyrometers, and dial indicators; reading and interpreting blueprints and technical drawings; performing job related calculations; safe work practices and procedures; and other related areas.

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**Note:** You are not permitted to enter the test site with cellular phones, 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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 and pass the multiple-choice test, your name will be placed on an eligible list in final score order and you will be given a list number. You will be notified by mail of your test results. It may take up to nine months to receive 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.

Appointments from this list will **only** be made to Machinist positions in the Staten Island Railway. This is **NOT** a New York City Transit Position. This is **NOT** a Civil Service position. You will **NOT** be permitted to transfer to a New York City Transit position.

**SPECIAL ARRANGEMENTS:**

**Special Testing Accommodations:** If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application and mail your request to the address found in the "Correspondence Section" below.

**CORRESPONDENCE SECTION:** All correspondence, including the submission of your application, must be sent to:

Staten Island Railway Machinist  
Exam No. 3805  
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.