WHEN TO APPLY: From: November 2, 2011 To: November 22, 2011 APPLICATION FEE: $82.00 (This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 3, 2012.

The eligible list resulting from this examination may also be used to fill vacancies in the title of Road Car Inspector. The names of eligible candidates who accept or decline appointment as a Car Inspector or Road Car Inspector will be removed from the eligible list.

JOB DESCRIPTION: Car Inspectors, under supervision, maintain, inspect, test, examine, lubricate, troubleshoot and make repairs and adjustments on any part of 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 subway 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 kinds of weather, 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 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; drive 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 kinds of weather, 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 trackways, 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.

(Salary and Benefits: The current minimum salary for Car Inspectors is $30.7725 per hour for a 40-hour week, increasing to $33.2800 in the fourth year of service. The current salary for Road Car Inspectors is $34.1375 per hour for a 40-hour week. These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend salary differentials, paid holidays, vacations, sick leave, a comprehensive medical plan, and a pension plan.)
HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

Two years of full-time experience as a journey-level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic), working from drawings, performing troubleshooting, repair and maintenance of large heavy duty electromechanical, electric or electronic equipment and machinery; or the electrical inspection, maintenance, troubleshooting and repair of multiple-unit electrical railroad cars or diesel-electric locomotives.

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 mechanic’s helper, apprentice or trainee performing or assisting in the work described above; or
2. 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 600 hours. This school must be approved by a state’s Department of Education; or
3. Graduation from a vocational high school, with a major course of study in electromechanical, electrical or electronic technology, or a closely related field. This school must be approved by a state’s Department of Education or comparable agency; or
4. An A.A.S. degree, or a higher degree, from an accredited college or university in electromechanical, electrical or electronic technology 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.

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 make-ready mechanic; salvage or junkyard mechanic; automotive specialty work such as changing mufflers, windshield wipers, tires, oil, etc.; and repair of personal computers.

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:

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

Medical Requirement: Medical guidelines have been established for the position of Car Inspector. You will be examined to determine whether you can perform the essential functions of the position of Car Inspector. Medical guidelines have not been established for the position of Road Car Inspector. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the position.

Drug Screening Requirement: Car Inspectors and Road Car Inspectors must pass a drug screening in order to be appointed.

Residency: City residency is not required for these positions.

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 New York City Transit.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination as follows:

1. online, at http://www.mta.info; or at http://exam.nyct.com; or
2. in person, Monday through Friday, from 9 AM to 3 PM at:

NYC Transit
180 Livingston Street (Lobby)
Brooklyn, NY
REQUIRED FORMS:

1. **Application for Examination**: Make sure that you follow all instructions included with your application form, 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 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 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:

Note: Read the “How to Qualify” and “Requirements to be Appointed” sections before submitting an application. Application fees are non-refundable.

You may submit an application for this examination as follows:

1. **Electronic applications**: Go to the Transit Examinations Application (TEA) online system at [http://exam.nyct.com](http://exam.nyct.com) and follow the onscreen application instructions for electronically submitting your application and payment, and completing the required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account.

2. **Applications by mail**: You may also submit the completed application along with the appropriate fee in the form of a money order made payable to NYC Transit by mail to the address in the “Correspondence Section” below. Applications submitted by mail must be postmarked by the last day of the application period. Refer to the “Required Forms” section above for the form you must fill out. The following information must be written on the face of the money order: your name, home address, the last four digits of your social security number and the exam title and number. Cash and personal checks will not be accepted. Save your money order receipt for future reference and proof of filing an application.

New York City Transit will not accept applications in person

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 an Admission Letter at least 4 days before the multiple-choice test date, you may obtain a duplicate letter at:

NYC Transit
180 Livingston Street (Lobby)
Brooklyn, NY 11201

Hours: Monday through Friday, 9 AM to 3 PM

THE TEST: You will be given a qualifying multiple-choice test and a competitive practical test. You must achieve a score of at least 70 to pass each test. Only those who pass the qualifying multiple-choice test will be called to take the practical test. Your score on the practical test will determine your place on the eligible list.

The multiple-choice test may include questions on basic electrical theory; electrical, mechanical, pneumatic and hydraulic devices and components; 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.

The practical test may require you to perform tasks related to the installation, testing, maintenance and repair of electrical, electronic, electro-mechanical and pneumatic systems, including the selection and use of appropriate tools, materials and measuring devices; related mechanical work; reading and interpreting technical drawings; shop math; safe work practices and procedures; and other related areas.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice and practical tests, 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 mail 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.

ADDITIONAL INFORMATION:

Promotion Test: A promotional 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.
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 for Examination.

CORRESPONDENCE SECTION:

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

Car Inspector, Exam No. 2606
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available from the New York City Transit, Division of Human Resources, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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