Electronic Equipment Maintainer
Exam No. 2615

WHEN TO APPLY: From: May 2, 2012 To: May 22, 2012
APPLICATION FEE: $82.00 (This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, September 15, 2012.

JOB DESCRIPTION: Electronic Equipment Maintainers, under supervision, maintain, install, inspect, test, alter and repair electronic wireless and wired communication systems, and digital and analog control equipment and systems in the shop or in the field, including clocks, radio transmitters and receivers, public address equipment, closed circuit television systems, automatic train control and indication systems, and other electronic equipment; perform circuit testing, analysis, and fault identification; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Electronic Equipment Maintainers and environmental conditions experienced are: distinguishing colors to troubleshoot complex equipment; accurately distinguishing shapes under poorly lit working conditions; moving out of the way of moving trains and motor vehicles; working on or near tracks having live 600-volt contact rails; walking along the track in dimly lit areas; and working outdoors in all weather conditions.

Special Working Conditions: Electronic Equipment Maintainers may be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(Salary and benefits description)

HOW TO QUALIFY:

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

Three years of journey level experience (i.e., you must be a fully-trained knowledgeable, experienced, proficient, and competent technician), maintaining, testing, trouble-shooting, calibrating and repairing complex electronic equipment employing analog and digital circuitry.

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 technician, technician's helper, apprentice or trainee performing or assisting in the work described above; or
2. Graduation from a trade school or technical school, with a major course of study in electrical or electronic technology, or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical or electronic technology, or a closely related field; or
4. An associate degree or higher degree in electrical, electronic technology, electrical engineering, or a closely related field from an accredited college or university.

High school or trade school education must be approved by a State’s Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, 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).

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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:** 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.

**Drug Screening Requirement:** Electrical Equipment Maintainers must pass a drug screening test 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 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](http://www.mta.info), or
2. In person, Monday through Friday, from 9 AM to 3 PM at:
   - NYC Transit
   - Exam Information Center
   - 180 Livingston Street (Lobby)
   - Brooklyn, NY

**REQUIRED FORMS:**

1. **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.

2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A, B and C. 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:** 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:**

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
Exam Information Center
180 Livingston Street (Lobby)
Brooklyn, NY
Hours: Monday through Friday, 9 AM to 3 PM

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
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 electronic and electrical theory; proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting electrical schematics; and other related areas.

The practical test may require you to perform tasks related to the installation, testing, maintenance and repair of electronic and electrical communications equipment, including the proper use of hand tools, meters and other testing equipment, and safe work practices and procedures.

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 the Application and mail your request to the address found in the “Correspondence Section” below, no later than 30 days prior to the scheduled test date.

CORRESPONDENCE SECTION:
All correspondence, including your application, must be sent to the address below:
Electronic Equipment Maintainer, Exam No. 2615
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201