**New York City Transit**

**NOTICE OF EXAMINATION**

Transit Electro - Mechanical Maintainer
Exam Nos. 2609, 2620, 2621

**WHEN TO APPLY:**
From: March 1, 2012
To: March 15, 2012

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

**THE TEST DATE:**
The multiple-choice test is expected to be held on Saturday, June 16, 2012.

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You may apply for any or all of the following exams. For each exam, you must submit a separate application and application fee.

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<th>TO WORK IN ONE OF THE FOLLOWING AREAS:</th>
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**JOB DESCRIPTION:** Transit Electro-Mechanical Maintainers, under supervision, work on elevators and escalators, heating and air conditioning equipment, or ventilation and drainage equipment in New York City Transit’s buildings, structures, stations, tunnels, shops and yards. They work from schematic diagrams and technical manuals; troubleshoot control system problems; operate power machine tools, portable power tools and hand tools; solder and braze; keep records, prepare and submit reports; perform mathematical calculations; drive motor vehicles to and from job sites; load and unload tools, equipment and materials; and fabricate parts; and perform related work. Transit Electro-Mechanical Maintainers work in one the following areas:

**Ventilation and Drainage:** Transit Electro-Mechanical Maintainers in this section maintain, install, clean, adjust, inspect, test, alter, replace and repair ventilation and drainage equipment and components, such as generators, motors, electro-mechanical relays, Programmable Logic Controllers (PLCs), limit switches, pumps, fans, valves, wiring, heaters, compressors, gasoline and diesel engines and sewage ejectors; and perform related work.

**Heating and Air Conditioning:** Transit Electro-Mechanical Maintainers in this section maintain, install, clean, adjust, inspect, test, alter, replace and repair heating and air conditioning equipment and components, such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves; boilers, furnaces and components, such as boiler sections, heaters, piping, pumps, motors and electrical and electronic controls and valves; and perform related work.

**Elevator and Escalator:** Transit Electro-Mechanical Maintainers in this section maintain, install, clean, adjust, inspect, test, alter, replace and repair elevator and escalator equipment and components, such as elevator cabs, doors and door control equipment; escalator step treads; elevator and escalator control equipment; swing bridges; and perform related work.

Some of the physical activities performed by Transit Electro-Mechanical Maintainers and environmental conditions experienced are: working outdoors in all weather conditions; walking along subway tracks near live third rails and tripping hazards; clearing work areas when trains approach; reaching into dark spaces to make tactile inspections; crouching for long periods of time, while working in confined spaces, and to reach equipment being repaired; working in confined spaces and wearing required apparatus (safety harness, lifeline and Scott air pack) while working in those areas; working at heights and lifting heavy material and equipment; lifting equipment overhead; making visual inspections of equipment; climbing and descending ladders and stairs; loading, unloading and driving utility trucks or vans; distinguishing colors of lights and wires; reading gauges and drawings; using hand and power tools; and responding to sounds and warning bells.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
**Special Working Conditions:** Transit Electro-Mechanical Maintainers may be required to work various shifts including nights, Saturdays, Sundays and holidays.

**SALARY AND BENEFITS:** The current minimum salary for Transit Electro-Mechanical Maintainers is $29.3700 per hour for a 40-hour week, increasing to $31.8725 in the fourth year of service. This rate is subject to change. The benefits of this position 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 meet the requirements in “1” or “2” below:

1. Completed a four-year, full-time apprenticeship in a mechanical or electrical trade such as in the construction, repair and maintenance of elevators, escalators, pumps, fans, compressors, air conditioning and/or heating systems recognized by the New York State Department of Labor; the U.S. Department of Labor; or any apprenticeship council which is recognized by the U.S. Department of Labor; or
2. Obtained two years of full-time experience at the journey level (i.e., fully trained, knowledgeable, proficient and competent mechanic) in one or a combination of the following areas:
   a. The installation, maintenance and repair of heavy duty electro-mechanical equipment, such as pumps, ventilating fans, air compressors, sewage ejectors, cranes, and related electro-mechanical controls and motors; or
   b. The installation, maintenance and repair of heavy duty electrical equipment, such as generators, motors, rectifiers and transformers; or
   c. The maintenance, overhaul and installation of heavy duty pneumatic or hydraulic equipment, gasoline or diesel engines, and their components; or
   d. The installation, repair and maintenance of industrial, commercial or domestic air conditioning units, or commercial refrigeration equipment, or heating systems in buildings, and the electrical controls and wiring for such equipment; or
   e. The construction, installation, maintenance and repair of elevators and escalators, and their components.

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

a. Two years of full-time experience performing work described above as a mechanic’s helper, apprentice or trainee; or
b. Graduation from a recognized trade school or technical school with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field totaling 600 hours; or

   c. Graduation from a vocation high school, with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field; or
   d. An associate degree or a higher degree, from an accredited college or university in electro-mechanical, electrical or electronic technology, or a closely related field.

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.

Some examples of unacceptable experience include: residential or commercial lighting and wiring; office machine repair; repair of home appliances such as refrigerators, freezers, toasters, home ovens, microwave ovens or vacuum cleaners; and installation and/or repairs of radios, audio equipment, video equipment or computer hardware.

You may be given the test before we review your qualifications. You are responsible for determining whether 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 - Ventilation and Drainage Assignments**

1. At the time of appointment, you must possess a Class B Commercial Driver License (CDL) valid in the State of New York with an endorsement for hazardous materials and no restrictions that would disqualify you from performing the duties of this position; or
2. A motor vehicle driver license valid in the State of New York and a learner permit for a Class B Commercial Driver License (CDL) valid in the State of New York with an endorsement for hazardous materials and no restrictions that would disqualify you from performing the duties of this position.
If you qualify under “2” above, your appointment will be subject to the receipt of the Class B Commercial Driver License (CDL) valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions within six months of appointment to such assignment.

The CDL, as described, must be maintained for the duration of your employment in Ventilation and Drainage. If you have moving violations, a license suspension or an accident record, you may be disqualified.

Driver License Requirement - Elevator and Escalator Maintenance, and Heating and Air Conditioning Assignments

At the time of appointment, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Drug Screening Requirement:

Transit Electro-Mechanical Maintainers 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 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 http://exam.nyct.com, 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 may apply via the internet or by mail.

New York City Transit will not accept applications in person.

Online Applications:

1. Go to the Transit Examinations Application (TEA) system at: http://exam.nyct.com/ by the last day of the application period.
2. Follow the on-screen application instructions and pay the application fee with a major credit card or a bank card associated with a bank account.
3. You will be sent a confirmation email after you complete your application and pay the application fee. Applicants who request a fee waiver must apply by mail.

Applications by Mail:

1. Complete and include all of the required forms, as indicated in the Required Forms section above.
2. Include the appropriate fee in the form of a money order.
3. Mail all of the required forms and the money order to the address in the “Correspondence Section” of this notice.
4. Your application must be postmarked by the last day of the application period.

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, the exam title and the exam number.
4. 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. If you do not receive this letter at least 4 days before this 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

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 multiple-choice test will be called to take the practical test.

Candidates for all three examinations will take a multiple-choice test, which 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 for each examination may require you to perform tasks specific to the exam for which you applied (i.e., Ventilation and Drainage, Heating and Air Conditioning, or Elevators and Escalators). The practical tests may include tasks related to the installation, testing, maintenance, and repair of electrical, electronic, mechanical, and electro-mechanical components and systems related to the specific area, 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: For each examination, if you meet the education and experience requirements and pass the multiple-choice test and the practical 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 mail of your test results. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Promotion Tests: Promotion examinations for this title are being held for eligible New York City Transit employees. The names appearing on the promotion lists 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 the submission of your application, must be sent to the address below:

Transit Electro-Mechanical Maintainer, Exam Nos. 2609, 2620, 2621
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201