



REQUIRED FORM

APPLICATION FORM

# NOTICE OF EXAMINATION

## Promotion to Car Inspector Exam No. 2708

**WHEN TO APPLY:** From: December 7, 2011  
To: December 27, 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.

(These are brief descriptions of what you might do in these positions and do not include all of the duties of these positions.)

**SALARY:** 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.

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of New York City Transit who **on the date of the multiple-choice test:**

1. Holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper - Group B, in the Division of Car Equipment, and has been permanently employed in such title for not less than one year; or

2. Is employed in the Non-Competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in subway car maintenance; and is employed in the Division of Car Equipment; and
3. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your department's Human Resources representative**.

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

**NOTE:** This examination is not open to employees of MaBSTOA or the MTA Bus Company.

#### REQUIREMENTS TO BE PROMOTED:

**From the competitive title of Maintainer's Helper - Group B:** At the time of promotion, you must have completed your probationary period in the eligible title of Maintainer's Helper - Group B and you must be permanently employed in that title or your name must appear on a Preferred List for that eligible title.

**From the non-competitive title of Transit Electrical Apprentice:** At the time of promotion, you must be employed in the Division of Car Equipment.

**Driver License Requirement: (For Road Car Inspector promotion only)** At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment. 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:** You must pass a drug screening in order to be appointed.

**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 on the employee intranet at <https://myaccess.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 11201

#### REQUIRED FORM:

**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.

#### HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

You may submit an application electronically or by mail, as described below:

1. **Electronic Application:** You may submit your application using "My Access," the employee intranet. Your application fee will be submitted with a payroll deduction in the first pay cycle following the close of the exam application period. Refer to the attached instructions for how to submit an application using "<https://myaccess.nyct.com>."
2. **Applications by Mail:** You may submit your completed application by mail, to the address in the "Correspondence Section" below. The application **must be postmarked by the last day of the application period**. You must submit the application fee in the form of a money order made payable to NYC Transit. 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  
Exam Information Center  
180 Livingston Street (Lobby)  
Brooklyn, NY 11201

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 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in competitive or non-competitive titles. Your service will be credited through the date of the test up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 pass the multiple-choice and practical tests and are marked eligible, 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 promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult with **your department's Human Resources representative** to determine the procedure for filing a late application if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and can not apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the date of the multiple-choice test.

**Special Testing Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application for Examination and mail your request to the address found in the "Correspondence Section" below, no later than 30 days prior to the scheduled test date.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
5. A clear error for which the MTA New York City Transit is responsible.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence Section" below.

**CORRESPONDENCE SECTION:**

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

Promotion to Car Inspector, Exam No. 2708  
 NYC Transit  
 180 Livingston Street, Room 4070  
 Brooklyn, NY 11201

### **INSTRUCTIONS FOR ELECTRONIC FILING VIA “MY ACCESS”**

Filing an application for an examination is quick and easy when you file electronically via “My Access.” You can connect to “My Access” from any computer with internet access or through Transit Employee News Service (TENS). TENS is available at any one of the TENS self-service kiosks located in various NYCT facilities throughout the five boroughs.

#### **FROM ANY COMPUTER WITH INTERNET ACCESS:**

1. Type <https://myaccess.nyct.com> in the address bar of your computer.
2. If you already have an I-Vault account enter your pass number and password and click “Log In.”
3. First time users must click “Activate I-Vault Account” and follow the on screen instructions to activate your account and create a password.
4. Once you have logged in, you will be brought to the “My Access” home page where you will see the NYCT Menu. Scroll down on that menu and click “Exam Application”. This will bring you to the “Careers Home” page.
5. On the “Careers Home” page you will see a list of “Current Examination Postings”. Click on the examination posting that interests you and follow the online instructions to file for the exam.

#### **FROM TENS VIA SELF SERVICE KIOSKS:**

1. On the right side of the TENS home page click on “My Access.”
2. Follow the instructions in steps 2 through 5 above.