



REQUIRED FORM

APPLICATION

NOTICE OF EXAMINATION

Track Worker Exam No. 3600

WHEN TO APPLY: From: July 25, 2012 To: August 8, 2012 **APPLICATION FEE: \$61.00 (This Fee is Non-Refundable)**

THE TEST DATE: The multiple-choice test is expected to be administered on multiple dates. The first test is expected to be administered on April 6, 2013.

ADMISSION LETTER: An *Admission Letter* will be mailed to all candidates on or before March 27, 2013. If you do not receive this letter by April 2, 2013, you may obtain a duplicate letter at the NYC Transit Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY; weekdays from 9 AM to 3 PM or you may call (347) 643-7221 or (347) 643-7222.

JOB DESCRIPTION: **Track Workers**, under supervision, maintain, install, inspect, test, alter, and repair the track and roadway in subway and elevated service under operating conditions. This includes, but is not limited to, the maintenance, installation, inspection, testing, alteration and repair of rails, frogs, switches, ties, plates and insulated joints, and their related adjusting, tamping, welding, grinding, greasing and cleaning; and perform related work.

Some of the physical activities performed by Track Workers and environmental conditions experienced are: working outdoors in all weather conditions; lifting and carrying tools, equipment and materials weighing up to 95 pounds; working on elevated structures up to 100 feet high; walking along the track way where tripping hazards are present; distinguishing between different colored lighted signals and flags; driving in large spikes with mauls and pulling spikes out with claw bars; and working in a noisy environment near live third rail and in the path of oncoming trains.

Special Working Conditions: Track Workers may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(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 for Track Workers is \$20.3725 per hour for a 40-hour week, increasing to \$29.1050 per hour in the fourth year. These rates are 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:

Requirements: There are no education or experience requirements for this position.

REQUIREMENTS TO BE APPOINTED:

Medical Requirement: Medical guidelines have been established for the position of Track Worker. Candidates will be examined to determine whether they can perform the essential functions of the position of Track Worker. 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 job.

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 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.mtabsc.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:

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.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE: You may apply via the internet or by mail.

New York City Transit will **not** accept applications in person.

Online Applications:

1. You may apply over the internet using the online application system by the last day of the application period at the following link: <http://www.mtabsc.info/>
2. A major credit card or a bank card associated with a bank account must be used when applying online.
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 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.

THE TEST: You will be given a multiple-choice test. A score of 70 is required to pass this test. Your score on this test will be used to determine your place on an eligible list. The multiple-choice test may include questions on reading and understanding technical descriptions of procedures and equipment.

THE TEST RESULTS: If you pass the multiple-choice 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 requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Promotion Test: A promotion 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.

Training: If you are appointed to this position, you will be required to complete and pass all parts of a six-week Track Worker Training course. If you do not successfully complete this training course, your employment will be terminated.

Probation Period: The probationary period for Track Worker is one year.

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:

Track Worker, Exam No. 3600
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201