

NOTICE OF EXAMINATION

Promotion to Tower Operator Exam No. 3703

WHEN TO APPLY: From: January 2, 2013 **APPLICATION FEE: \$61.00**
To: January 22, 2013 **(This Fee is Non-Refundable)**

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 18, 2013.**

JOB DESCRIPTION: Tower Operators, under supervision, operate all-electric, electro-pneumatic, all-relay, centralized traffic control and mechanical interlocking machines; monitor train movements; are responsible for the safe passage and proper routing of trains over tracks and switches in assigned territory; operate public address systems and starting lights; maintain records and prepare reports; and perform related work.

Some of the physical activities performed by Tower Operators and environmental conditions experienced are: ascending and descending ladders and stairways to and from towers, trains, catwalks and roadbeds in all weather conditions; responding to audible signals such as alarm bells, train whistles and horns; understanding and responding to radioed requests for routes; operating levers requiring hand and finger dexterity; and following train movements represented by colored moving lights on model boards.

Special Working Conditions: Tower Operators 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 of the duties of this position)

SALARY: The current minimum salary is \$21.0725 per hour for a 40-hour week. This rate is 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) Is permanently (not provisionally) employed in or appears on a Preferred List (see note below) for the title of Conductor, Station Agent, or Transit Electrical Helper assigned to the Signal Group of the Electrical Department in the Maintenance of Way Division; and
- (2) 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 your application. If you are marked "Not Eligible", your application fee will not be refunded and you will not receive a score.

This examination is **not** open to employees of MaBSTOA, MTA Bus or to employees of other MTA agencies.

REQUIREMENTS TO BE PROMOTED:

Probationary Period: In order to be eligible to be promoted, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion.

Medical Requirement: Medical guidelines have been established for the position of Tower Operator. You will be examined to determine whether you can perform the essential functions of the position of Tower Operator. 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 perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

Residency: New York City residency is not required for this position.

HOW TO OBTAIN AN APPLICATION: During the application period, you may obtain an application for this examination online at <http://www.mtabsc.info/> or in person at the MTA Exam Information Center as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

REQUIRED FORM:

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: If you believe you meet the requirements in the "Eligibility to Take Examination" section, you may apply online or by mail.

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

Online Applications:

1. Apply using the "BSC" employee portal at: www.mtabsc.info by the last day of the application period.
2. May only pay the application fee via payroll deduction.
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 the required form, as indicated in the Required Form section above.
2. Include the appropriate fee in the form of a money order.
3. Mail the required form 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, and the exam title and 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: 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 date of the multiple-choice test, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above) or you may call (347) 643-7221 or (347) 643-7222.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the Admission Letter.

PROOF OF IDENTIFICATION:

You must present your employee ID when you arrive to take the multiple-choice test.

THE TEST: You will be given a multiple-choice test. A score of at least 70 is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice 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 class titles. Your service will be credited through the first date of the multiple-choice 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. Veteran's credits will be granted only to eligible passing candidates who request that they be applied.

The multiple-choice test may include questions on operating the various types of interlocking machines and related railroad equipment; safe, effective and efficient operating procedures under normal and emergency conditions; New York City Transit Rules and Regulations; operating procedures of Tower Operators; the interpretation of operating schedules; following written instructions; and other related areas.

THE TEST RESULTS: If you pass the multiple-choice test 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 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 are unable to 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 first date of the test.

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; or
2. On-the-job injury or illness; or
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which 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.

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 and mail your request 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 Tower Operator, Exam No. 3703
NYC Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.