

NOTICE OF EXAMINATION

REQUIRED FORM
APPLICATION

**Promotion to Power Maintainer – Group B
Exam No. 2718**

WHEN TO APPLY: From: June 6, 2012
To: June 21, 2012

**APPLICATION FEE: \$82.00
(This Fee is Non-Refundable)**

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, August 25, 2012.

JOB DESCRIPTION: Power Maintainers – Group B, under supervision, operate, maintain, install, inspect, test, alter and repair New York City Transit’s power substation equipment and related control equipment, with the use of the Supervisory Control and Data Acquisition (SCADA) computer system. They operate, maintain, service and repair mercury arc and silicon rectifiers, rotary converters, high tension and low tension switch gear, automatic relay panels and circuits, and auxiliary equipment and accessories; sectionalize power equipment; make computations; keep records; write reports; drive motor vehicles; and perform related work.

Some of the physical activities performed by Power Maintainers – Group B and environmental conditions experienced are: working in tunnels in dim light; working outdoors in all weather conditions, distinguishing colored lights and color-coded wires; climbing onto and off trainways; hearing oncoming trains and warning whistles; and making inspections of equipment.

Special Working Conditions: Power Maintainers – Group B 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: The current minimum salary is \$30.3425 per hour for a 40-hour week increasing to \$32.1100 in the fourth year of service. 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 Transit Electrical Helper, working in the Electrical Power Division; 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 the Electrical Power Division; 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 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 other MTA agencies.

REQUIREMENTS TO BE PROMOTED:

Probationary Period, from the competitive title of Transit Electrical Helper: At the time of promotion, you must have completed your probationary period in the eligible title of Transit Electrical Helper 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 Electrical Power Division.

Driver License Requirement: At the time of promotion, 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.

Medical Requirement: Medical guidelines have been established for the position of Power Maintainer – Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Power Maintainer – Group B. 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 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

REQUIRED FORM:

Application: Make sure that you follow all instructions included with your application, including payment of the application 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 “My Access” employee intranet at: <https://myaccess.nyct.com> by the last day of the application period. (see attached instructions)
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 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.

Cash and personal checks will **not be accepted.** Save your money order receipt for future reference and proof of filing an application.

ADMISSION LETTER: You should receive an *Admission Letter* in the mail about 10 days before the date of the test. If you do not receive an *Admission Letter* at least 4 days before the 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

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 completed, permanent, continuous service with the agency under the of the Commissioner, Department of Citywide Administrative Services in competitive or non-competitive class 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. Veteran's credits, if applicable, will be granted only if requested, to passing candidates.

The test may include questions on the operation, maintenance, repair and testing of electrical power equipment used to supply power to the third rail, including rectifiers, motors, generators and related auxiliary and control equipment; New York City Transit rules and regulations and safety procedures; operation of electrical equipment, particularly electrical test equipment; fundamentals of electrical circuitry; and other related areas.

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 results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the 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 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 a 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.

CORRESPONDENCE SECTION:

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

Promotion to Power Maintainer – Group B, Exam No. 2718
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.

APPLICATION FORM INSTRUCTIONS

Print all information CLEARLY. Failure to do so may delay or disqualify your application.

NOTE: Read the Notice of Examination carefully before completing the application form to ensure that you meet the qualifications and eligibility requirements. **MTA New York City Transit will only process applications with complete, correct, legible information which are accompanied by correct payment or waiver documentation. All unprocessed applications will be returned to the applicant.** When appropriate New York City Transit will issue a refund for unprocessed applications after the close of the filing period.

BOX 1-4 SSN, EXAM NO., EXAM TITLE AND EXAM TYPE	A 9 digit Social Security Number is required. Refer to the Notice of Examination prior to filling in the exam number and exam title. Check either the Open Competitive or Promotion box to indicate the type of examination you are applying for.
BOX 5-14 GENERAL INFORMATION	The address you give will be used as your mailing address for all official correspondence. Do Not write your e-mail address as your mailing address. Only one address for each person is maintained in the files of this Department. If you change your mailing address after applying, see the " Change of Address " section on the Special Circumstances form.
BOX 15.-16. ETHNICITY AND SEX	Completing this information is voluntary. This information will not be made available to individuals making hiring decisions.
BOX 17-18 SPECIAL CIRCUMSTANCES	For Religious Observance, Special Accommodations because of a Disability, Veterans' or Disabled Veterans' Credit, Parent or Sibling Legacy Credit, please see the " Special Circumstances " form for qualifications and definitions for this section.
BOX 19 E-MAIL ADDRESS	(Optional) Enter your e-mail address if you have one.
BOX 20 SIGNATURE	Signing the application indicates that all statements you provided on this form and all other forms required for this examination are true and subject to the penalties of perjury.

FORMS

All required forms which are listed in the upper-right-hand corner of the Notice of Examination must accompany your application. Failure to include these forms may result in your disqualification.

FEE

The amount of the fee is stated in the Notice of Examination. Apply by mail only with a **MONEY ORDER** made out to **New York City Transit** (checks or cash **are not** accepted). On the front of the money order you must clearly print your **full name** and **the exam number**. Applications that are submitted without the application fee payment at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will have their applications and fees returned and they will not be permitted to re-submit their applications to **New York City Transit** once the filing period has closed, nor will they be permitted to take the test on the date scheduled. Keep your money order receipt as proof of filing. The money order must be valid for at least 90 days from the issuing date.

FEE WAIVER

General Examination Regulations E.3.2 states a filing fee is not charged if you are a New York City resident receiving full benefits for public/cash assistance from the New York City Department of Social Services or in accordance with Civil Service Law Section 50.5(b), the application fee shall be waived for any person who meets at least one of the following criteria during the month you wish to apply for an examination:

The name written on your "**Application For Examination**" form must match the name on your documentation.

Please refer to the "**New York City Transit Examination Fee Waiver**" form for the list of appropriate documentation acceptable for each fee waiver criteria. Applications submitted without the appropriate documentation at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are incomplete will not be permitted to re-submit their applications once the filing period has closed, nor will they be permitted to take the test on the date scheduled. Fee Waivers are limited to persons who are currently participants at the time of submission of the application.

Any person who falsifies information concerning his/her eligibility to receive benefits may be banned from appointment to any position within the MTA, and may be subject to criminal prosecution. **All such violations will be referred to the Department of Investigation.**

APPLICATION SUBMISSION

Apply by mail only. Your properly completed required form(s), supporting documents, and the application fee or fee waiver paperwork must be postmarked no later than the last date of the application period and mailed to: MTA New York City Transit, Attention: c/o (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn NY, 11201.

Applicants who do not receive an admission letter at least 4 days prior to the tentative test date must call (347) 643-7221 or (347) 643-7222.



New York City Transit

Personnel Testing, Selection and Classification Unit
180 Livingston Street, Room 4070
Brooklyn NY, 11201.

SPECIAL CIRCUMSTANCES

Directions for completing application for examination form.

Note: **These directions are designed to assist you in completing Section 17 on the APPLICATION FOR EXAMINATION form and to inform you how to notify us of a CHANGE OF ADDRESS.**

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 15 days prior to the scheduled test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.

Submit the above information by mail only to: **MTA New York City Transit, Personnel Testing, Selection and Classification, Attention (please state the specific Exam Title and Exam Number) 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

Note: **DO NOT** include your religious observance documentation with your completed application form(s).

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 workdays prior to the test date.

The request must include:

- your full name
- your social security number
- the exam number
- the exam title
- the specific nature of your disability
- a justification for the special accommodations
- a statement corroborating your disability by a doctor or agency authorized for this purpose

Submit the above information by mail only to: **MTA New York City Transit, Personnel Testing, Selection and Classification, Attention (please state the specific Exam Title and Exam Number) 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

Note: **DO NOT** include your special accommodation documentation with your completed application form(s).

SPECIAL CIRCUMSTANCES

Directions for completing application for examination form.

(C) VETERANS:

For Veterans' or Disabled Veterans' Credit you must meet the following requirements:

1. Be a resident of New York State at the time of list establishment; **and**
2. Be a United States citizen or an alien lawfully admitted for permanent residence; **and**
3. Received or expect to receive an honorable discharge or release under honorable conditions from the Armed Forces of the United States. The "*Armed Forces of the United States*" means the Army, Navy, Marine Corps, Air Force and Coast Guard, including all components thereof, and the National Guard when in the service of the United States pursuant to call as provided by Law; **and**
4. Have served or are now serving, on full-time active duty, other than active duty for training, in at least one of the following Time of War periods below:

<u>Armed Forces of the United States during:</u> World War II (Dec 7, 1941 - Dec 31, 1946); or Korean Conflict (Jun 27, 1950 - Jan 31, 1955); or Vietnam Conflict (Feb 28, 1961 - May 7, 1975); or Persian Gulf Conflict (Aug 2, 1990 - to be determined)	O R	<u>You must have received the armed forces expeditionary medal, navy expeditionary medal, or the marine corps expeditionary medal for Hostilities in:</u> Lebanon (Jun 1, 1983 - Dec 1, 1987); or Grenada (Oct 23, 1983 - Nov 21, 1983); or Panama (Dec 20, 1989 - Jan 31, 1990).
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For Disabled Veterans' Credit, in addition to 1, 2, 3, and 4, at the time the list is established, you must have been found to have a service connected disability incurred in a Time of War period listed on the previous page, which has been rated at least 10 percent by the U.S. Department of Veterans Affairs (V.A.). If the V.A. has not certified the disability as permanent, it must have been rated at least 10 percent by a V.A. physician no more than one year prior to the date of filing your application or the date of establishment of the eligible list.

Veterans' or Disabled Veterans' Credit should be requested at the time of application, but **must** be requested before the date the eligible list is established. If a candidate requests Veterans' or Disabled Veterans' Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, and the open-competitive or promotion exam title and number. The letter must be addressed to **Personnel Testing, Selection and Classification, MTA New York City Transit Attention (please state the specific Exam Title and Exam Number) 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established. All claims for Veterans' or Disabled Veterans' Credit will be investigated and you will be required to produce documentation, such as discharge papers, to prove that you are eligible for the credit.

Note:

1. You may use Veterans' or Disabled Veterans' Credit only once after January 1, 1951 for appointment or promotion from a City, State, or County civil service list from a jurisdiction within the State of New York.
2. Veterans' or Disabled Veterans' credit will be added only to the final score of those candidates who pass all parts of the examination.
3. The above is only a summary of necessary conditions. The complete provisions are contained in statutory and/or decisional law.

(D) CHANGE OF ADDRESS:

If your mailing address changes after you file for an exam, you should send a letter stating your name, social security number, exam title, exam number, old address and new address to:

**MTA New York City Transit
Personnel Testing, Selection and Classification Unit Transit
Attention (please state the specific Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY, 11201**



REQUEST FOR A ONE-TIME VETERANS MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER

TO ALL APPLICANTS FOR PROMOTIONAL EXAMINATIONS:

For an individual who has served in the U.S. Armed Forces on full-time active duty, other than reserves and/or training, and has not previously received a Veterans Fee Waiver. Participants must have been discharged under honorable conditions from the Armed Forces of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard or the National Guard only). The Veterans Exam Fee Waiver cannot be used retroactively for any exam for which you have already applied. Proper documentation must accompany your application. Mail a clear copy of your separation papers (Form DD214, long form) or a Statement of Service letter along with your application package. The Veterans Exam Fee Waiver is available for Promotion and Open Competitive exams. Please note that Veterans Preference Credits and the Veterans Exam Fee Waiver are two separate programs that have different purposes and criteria.

PRINT CLEARLY OR TYPE INFORMATION
Name: _____ SS#: _____
I request that my application fee for the examination listed below be waived in accordance with the General Examination Regulation E.3.2 or Section 50.5(b) of the State Civil Service Law.
Exam Title: _____ Exam No: _____

*****AFFIRMATION*****

I have read the above-mentioned General Examination Regulation E.3.2 and the portion of Section 50.5(b) of the Civil Service Law relating to the waiver of the application fee and hereby certify that I am qualified to receive such waiver for the reason indicated below. I understand that if I falsify information concerning my current eligibility in order to obtain the application fee waiver, I may be banned from appointment to any position within the City of New York, and may be subject to criminal prosecution. (All such violations will be referred to the Department of Investigation.)

Signature: _____ Date: ____-____-____

Include the "REQUEST FOR AN MTA NEW YORK CITY TRANSIT EXAMINATION FEE WAIVER" when you mail your application. You cannot request a Fee Waiver when applying on-line; Fee Waivers must be requested by mail. A separate request for a Fee Waiver must be included with each exam application you submit. Return the completed form(s) to MTA New York City Transit, Attention: Exam Fee Waiver, (please state the specific Exam Title and Exam Number), 180 Livingston Street, Room 4070, Brooklyn, NY 11201 by mail only. MTA New York City Transit will not accept applications in person from candidates, unless otherwise instructed by MTA New York City Transit personnel. An application for a particular exam must be postmarked no later than the last date of the application period for that exam.

Applications that are submitted without the required supporting documentation at the time of filing your application during the application period will be considered incomplete applications. Candidates whose applications are deemed incomplete will not be able to re-submit their applications to MTA New York City Transit once the filing period has closed, nor will they be permitted to take the test on the date scheduled.