



# Notice of Examination

## Staten Island Railway Signal Helper Exam No. 5800

**Application Deadline**

March 24, 2015

**Type of Test:**

Education and Experience Test

**Application Fee: (Non-Refundable)**

\$ 61.00

**Test Date:**

N/A

This is **NOT** an MTA New York City Transit position. This is **NOT** a Civil Service position.

**JOB DESCRIPTION:**

Staten Island Railway Signal Helpers, under supervision, assist Staten Island Railway Signal Maintainers in the installation, maintenance, testing, troubleshooting, and repair of the Staten Island Railway signal systems. They clean, lubricate, and inspect all signal equipment; replace light bulbs and broken lenses; excavate and backfill the trenches; remove paint and graffiti from equipment; remove snow during emergency and storm duty; cut trees and shrubs that interfere with signal equipment; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Staten Island Railway Signal Helpers and environmental conditions experienced are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; responding to audible signals such as alarm bells, train whistles and horns; working in confined areas; lifting heavy material and equipment; responding to visual signals including distinguishing colored lights; differentiating color-coded wires; and working outdoors in all weather conditions.

**Special Working Conditions:** Staten Island Railway Signal Helpers 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:**

1. The current minimum salary for Staten Island Railway Signal Helper is \$18.7150 per hour for a 40-hour week, after a rate of \$7.25 per hour during the initial training period.

(Continued)

These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

## HOW TO QUALIFY:

**Experience Requirements:** Must be met by **the last day of the Application Period.**

**Education Requirements:** Must be met by **June 30, 2015.**

1. Four years of satisfactory full-time experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical, electronic, or electro-mechanical technology, or closely related field; or
4. An associate degree or higher degree in electrical, electronic, or electro-mechanical technology, or a closely related field from an accredited college or university; or
5. 60 semester credits of college education leading to an associate or higher degree from an accredited college in electrical, electronic, or electro-mechanical technology, or a closely related field; or
6. Vocational high school, or technical 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).

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:** At the time of appointment, you must possess a Motor Vehicle Driver License valid in the State of New York. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

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

**Residency:** New York City residency is not required for these positions.

**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 MTA, New York City Transit.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO OBTAIN AN APPLICATION:**

During the application period, you may obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below.

**MTA New York City Transit 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 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 of each page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive a 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 for this examination):** 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, as well as instructions on how to submit this evaluation are listed on the *Foreign Education Fact Sheet* included with *application* packet. When you contact the evaluation service, ask for a “**document-by-document**” (**general**) evaluation of your foreign education as well as instructions on how to submit this evaluation.

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

If you believe you meet the requirements in the “How to Qualify” section, you must apply by mail.

MTA New York City Transit **will** not accept *Applications* in person.

**Applications by Mail must:**

1. Include all of the required forms, as indicated in the Required Forms section above.
2. Be postmarked by the last day of the application period.
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 MTA New York City 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.**

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**THE TEST:**

**Your score will be determined by a competitive education and experience test.** You will receive a score of 70 points for meeting the minimum experience and education requirements listed in the “How to Qualify” section above.

After you meet the minimum experience and education requirements listed in the “How to Qualify” section above, you will receive additional credit for additional years of experience beyond the minimum required experience, up to a maximum of 100 points, on the following basis:

1. 10 points (for a total score of 80) for at least one but less than three years of additional satisfactory full-time experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment or a closely-related trade; or
2. 20 points (for a total score of 90) for at least three years but less than five years of additional satisfactory full-time experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment or a closely-related trade; or
3. 30 points (for a total score of 100) for five or more years of additional satisfactory full-time experience as as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment or a closely-related trade.

You will receive a maximum of one year of experience for each year you worked. If you have any of the above experience on a part-time basis, it will be recorded according to the equivalent percent of full-time experience. Experience used to meet the qualification requirements cannot be used to gain additional credit.

Experience must be obtained by the **last day of the application period.**

Your score on this test will be used to determine your place on an eligible list.

**THE TEST RESULTS:**

If you are marked “**Not Qualified**”, you will receive a **Not Qualified Letter**. If you meet the qualifying Education and Experience requirements, 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**

**Probationary Period:** The probationary period for Staten Island Railway Signal Helper is one year.

**CORRESPONDENCE:**

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

SIR Signal Helper, Exam # 5800  
MTA New York City 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.

The General Examination regulations of MTA New York City Transit apply to this examination and are part of this Notice of Examination. They are posted and copies are available at the MTA New York City Transit, Exam Information Center, 180 Livingston Street, Brooklyn, NY 11201.  
MTA Staten Island Railway is an Equal Opportunity Employer  
Staten Island Railway Title Code No. SI705  
Filing Opened: March 4, 2015