

# Notice of Examination

## Car Inspector ((Subway Car Repair)), Exam # 7615

**Application Deadline**

May 23, 2017

**Type of Test:**

Multiple-Choice and Practical Skills

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

\$82.00

**Multiple-Choice Test Date:**

(subject to change)

**Saturday, September 30, 2017 or****Sunday, October 1, 2017**

The eligible list resulting from this examination may also be used to fill vacancies in the title of Road Car Inspector. Candidates who accept appointment as a Car Inspector or Road Car Inspector will be removed from the eligible list. Candidates who decline appointment to one of the above titles will not be considered again for appointment to that title, but may be considered for appointment to the other remaining title.

### JOB DESCRIPTION

**Car Inspectors**, under supervision, maintain, inspect, test, examine, lubricate, troubleshoot and make repairs and adjustments on any part of MTA 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 weather conditions, 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 MTA 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; operate 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 weather conditions, 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. (Continued)

**Special Working Conditions:** Car Inspectors and Road Car Inspectors may be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(These brief descriptions do not describe all the duties of these positions.)

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## SALARY AND BENEFITS

The current minimum salary for Car Inspectors is \$30.6228 per hour for a 40-hour week, increasing to \$36.0269 in the sixth year. The current salary for Road Car Inspectors is \$36.9552 per hour for a 40-hour week. These rates are subject to change. The benefits of these positions 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

**Education and Experience Requirements:** By the **last day of the Application Period** you must meet one of the requirements in "1" or "2":

1. Three years of full-time experience as a journey-level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) working from drawings, performing either (a) the troubleshooting, repair and maintenance of large heavy duty electromechanical, electric or electronic equipment and/or machinery; or (b) the inspection, maintenance, troubleshooting and repair of multiple-unit electrical railroad cars or diesel electric locomotives; or
2. Two years of full-time satisfactory experience at the journey level as described in paragraph "1." above, plus completion of one of the following listed below before obtaining your journey-level experience:
  - A. Two years of full-time experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
  - B. Graduation from a recognized trade school or technical school with a major course of study in electromechanical, electrical or electronic technology, or a closely related field totaling at least 600 hours; or
  - C. Graduation from a vocational high school with a major course of study in electromechanical, electrical or electronic technology, or a closely related field; or
  - D. An Associate in Applied Science degree, or a higher degree, from an accredited college or university in electromechanical, electrical or electronic technology or a closely related field.

Vocational high school, technical school 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).

Qualifying part-time experience will be credited on a pro-rated basis.

**Some examples of acceptable experience include:** aircraft/avionics technician, power-plant technician, automotive/diesel mechanic/technician, commercial/industrial electrician, electronic systems technician, commercial/industrial HVAC technician, and elevator/escalator mechanic.

**Some examples of unacceptable experience include:** machinist; CNC machine operator; copy machine mechanic; assembler; basic electrical work, such as residential/commercial lighting and wiring; electronic bench technician; auto-body and fender mechanic; auto or truck assembly mechanic; dealership make-ready mechanic; gas station attendant; salvage or junkyard mechanic; automotive specialty work, such as changing mufflers, windshield wipers, tires, oil, etc.; and repair of personal computers. You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for the 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.

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## REQUIREMENTS TO BE APPOINTED

**Driver License Requirement: (For Road Car Inspector appointments only)** At the time of appointment, you must have a motor vehicle driver license valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. 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. 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 these positions.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) process required by federal law in order to be appointed to these safety-sensitive positions.

**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.

## 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, 3 or G 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 the cover 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 your 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 in the *Foreign Education Fact Sheet* included with your application packet. When you contact the evaluation service ask for a "document-by-document" (general) evaluation of your foreign education.

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

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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.**

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

## HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER:

Applicants who wish to request a Fee Waiver must obtain an Application in person at the MTA New York City Transit Exam Information Center as indicated above and must submit the Application and required forms **by mail by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the Application.

## ADMISSION LETTER

An *Admission Letter* will be mailed to you 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 test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

## THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass the multiple-choice test and 65% to pass the practical skills test. Only those who pass the qualifying multiple-choice test will be scheduled to take the practical skills test. Your score on the competitive practical skills test will determine your place on the eligible list.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit be applied. 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. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

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 TEST (continued)

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The practical skills 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.

## TEST ADMINISTRATION GUIDELINES

**Warning:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar-powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait inside the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: state issued driver's license, state issued identification card, US Government issued passport, US Government issued military identification card, US Government issued Alien Registration Card, employer identification card with photo, or student identification card with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## THE TEST RESULTS

If you meet the education and experience requirements and pass the qualifying multiple-choice test and competitive practical skills 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 Examination:** A promotion examination for this title is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies.

## SPECIAL ARRANGEMENTS

Special Test Accommodations:

If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with your *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.

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## SPECIAL ARRANGEMENTS (Continued)

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the "Correspondence" section below within 60 days of your scheduled test date or within 90 days following termination of your military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone number, mailing address and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info](http://www.mymta.info)**

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

Car Inspector, Exam No. 7615  
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.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer  
Title Code Nos.: 33716 (Car Inspector) and 33717 (Road Car Inspector)  
The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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