



Notice of Examination

Power Cable Maintainer, Exam No. 0608

Application Deadline:

November 26, 2019

Type of Test:

Practical Skills

Application Fee:

\$82.00

Test Date: (subject to change)

Practical testing is expected to begin on Monday, April 13, 2020

Amended Notice: This Notice of Examination is amended March 11th, 2020 to update **THE TEST** section. Candidates for this exam will be given the option to select one of two sub-tests.

* For further details on these changes, please refer to the section stated above.

JOB DESCRIPTION

Power Cable Maintainers, under supervision, maintain, install, inspect, test, alter and repair power feeder cable systems and communication cable systems, both aerial and underground, between generating plants, substations and circuit breaker houses, between the Main Distribution Frame Room and the Telephone Terminal Boxes throughout the systems, including: low voltage control cables, manholes, duct lines and related appurtenances. They splice single and three-conductor lead-covered cables, multi-conductor and communication cables and replace faulty sections; conduct tests for faults; handle asbestos-containing materials; may be required to remove waste matter from manholes and cableways in order to access the cables; drive motor vehicles; prepare reports; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Power Cable Maintainers are: working outdoors in all weather conditions, climbing and descending ladders through manholes; working in confined spaces and on elevated train tracks; climbing onto and off of train tracks; stepping over rails and moving off of train tracks when trains approach; working in dimly lit areas; making visual and hands-on inspections; differentiating signals of different colors and color coded electrical wires; communication with co-workers and hearing the sound of approaching trains; wearing a respirator as necessary; and carrying heavy tools and equipment.

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JOB DESCRIPTION (Continued)

Special Working Conditions: Power Cable Maintainers may be required to work various shifts, including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

SALARY AND BENEFITS

The current minimum salary for Power Cable Maintainers is \$31.64 per hour for a 40-hour work week increasing to \$37.23 in the sixth year of service. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and 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 the following requirements:

1. Completion of a four-year full-time electrical line worker apprenticeship, telecommunications line worker apprenticeship or industrial electrician apprenticeship, recognized by the New York State Department of Labor, the U.S. Department of Labor or any state apprenticeship council that is recognized by the U.S. Department of Labor; or
2. Four years of full-time journey-level (i.e. fully-trained, knowledgeable, experienced, proficient and competent) experience as a(n):
 - A) Electrical line worker or power distribution electrician installing, maintaining, testing and repairing high-voltage power distribution and transmission lines, equipment and systems, and industrial power cables; or
 - B) Telecommunications line worker installing, maintaining, testing and repairing multi-conductor communication cables in industrial applications; or
 - C) Industrial electrician installing, maintaining, testing and repairing high-voltage cable lines and electrical equipment in industrial applications; or
3. Three years of full-time journey-level (i.e. fully-trained, knowledgeable, experienced, proficient and competent) experience in the work described under "2" above, plus completion of one of the following listed below **before obtaining your journey-level experience**.
 - A) Two years of full-time satisfactory experience as an electrician, electrician's helper, apprentice or trainee performing or assisting in the work described above; or
 - B) Graduation from a trade or technical school with a major course of study in electrical technology, or a closely related field, totaling 600 hours; or
 - C) Graduation from a vocational high school with a major course of study in electrical technology, or a closely related field; or
 - D) Graduation from an accredited college or university with an Associate's degree, or higher degree, in electrical technology, or a closely related field.

If you have qualifying part-time experience, it will be credited on a prorated basis.

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HOW TO QUALIFY (Continued)

The following types of experience are not qualifying: general residential or commercial electrical work installing, maintaining or repairing low-voltage (120 or 240 volts) lighting, power or climate control systems and equipment; single-conductor communications wiring and equipment (i.e. cable TV, intercoms, fire and security alarm systems, telephones) in residential and commercial buildings and structures.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council of Higher Education Accreditation (CHEA).

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the Practical Test before we determine if you meet the qualification requirements. 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 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 in the title.

Medical Requirement: Medical guidelines have been established for the position of Power Cable Maintainer. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the job.

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) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

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 MTA New York City Transit.

HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. During the application period, additional copies of these documents may be obtained at <http://mta.info/nyct/hr/appexam.htm>, or you may obtain a printed copy of these documents 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, 3, or the G train to the Hoyt Street Station. **The MTA Exam Information Center will be closed on Monday, November 11, 2019 in observance of Veterans Day.**

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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. Your foreign education evaluation **must** be submitted directly to NYC Transit’s Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You can also access the *Foreign Education Fact Sheet* on our website at http://web.mta.info/nyct/hr/forms_instructions.htm.

Note: If you have earned a higher-level degree in the United States that supersedes the level of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

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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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

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”) General 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 the Notice of Examination for instructions on how to obtain a copy of the DCAS General 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 Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the “Correspondence” section below **by the last day of the application period**.

MTA New York City Transit will not accept *Applications* in person. Additional information on how to request an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* or a *Not Qualified Letter* will be mailed to you about 10 days before the first date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the Correspondence section below for instructions on how to update your address and other contact information.

THE TEST

You will be given a competitive practical skills test. A score of at least 70% is required to pass this test. Your score on this test will be used to determine your place on an eligible list. The practical skills test may require you to read and interpret blueprint and wiring diagrams; read meters; test and splice power telephone cables; identify and use cable testing and maintenance tools and equipment; and make knots and rig a manhole for cable pulling.

Candidates for this exam will be given the option to **select one** of two Practical Skills sub-tests:

- 1) Power Cable Sub-test, or
- 2) Communication Cable Sub-test

The candidates will make their choice at the test site and once selected, **their choice is irrevocable**.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they 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.

TEST ADMINISTRATION GUIDELINES

Warning: You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard, 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.

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TEST ADMINISTRATION GUIDELINES (Continued)

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 for you inside of 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 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, IDNYC, 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 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 the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Safety Certification and Training: You must successfully complete a training program and obtain a New York State Department of Labor asbestos handling certificate by the end of your probationary period. If you fail to do so, you may be terminated. Additionally, you may be required to attend certain safety classes and meet safety certification requirements in accordance with MTA New York City Transit Safety policies. Required certifications must be maintained for the duration of employment.

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 first scheduled test date.

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SPECIAL ARRANGEMENTS (Continued)

Make-Up Test: You may apply for a make-up test if you cannot take the Practical Skills test on the scheduled date for any of the following reasons:

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 after 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 make the request within 90 days after performing ordered military duty.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, 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, you must do one of the following:

1. Visit us at the MTA Exam Information Center;
2. Email us at examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Power Cable Maintainer, Exam No. 0608
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 the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA Exam Information Center, located at: 180 Livingston Street (Lobby), Brooklyn, NY 11201.

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