



# Notice of Examination

## Power Electronic Technician, Exam No. 9610

**Application Deadline:**

November 27, 2018

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$68.00

**Test Dates:** (subject to change)

Saturday, April 6, 2019 or  
Sunday, April 7, 2019

### JOB DESCRIPTION

**Power Electronic Technicians** perform or assist in the performance of, basic maintenance and repair of solid state, automated monitoring and control equipment. They maintain, test, repair, alter, build or install solid state, computerized supervisory control systems, relays, meters, test instruments, analog and digital circuit boards, modems and related low-voltage equipment; make computations; keep records and prepare reports; use personal computers; perform inspections; drive vehicles to and from work locations; and perform related work.

Some of the physical activities performed by Power Electronic Technicians and environmental conditions experienced are: working with small components and hand-held instruments; climbing and descending ladders; walking along catwalks in subway tunnels; climbing and descending between catwalks and roadbeds; distinguishing colors; working in confined spaces; and working outdoors in all weather conditions

**Special Working Conditions:** Power Electronic Technicians 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 Electronic Technician is \$23.29 per hour for a 40-hour work week increasing to \$33.27 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: November 7, 2018

## HOW TO QUALIFY

**Education and Experience Requirements:** By the last day of the Application Period, you must meet the following requirements:

1. Graduation from an accredited college or university with an associate degree or higher in electronic technology; or
2. Graduation from an accredited college or university with an associate degree or higher in electrical technology, plus at least six months of satisfactory full time experience as an electronic technician; or
3. Graduation from a trade school or technical school with a major course of study in electrical or electronic technology totaling 600 hours plus at least one year of satisfactory, full time experience as an electronic technician; or
4. Graduation from a vocational high school with a certificate in an electrical or electronic specialty, plus at least one year of satisfactory, full time experience as an electronic technician; or
5. A four-year high school diploma or its educational equivalent, plus at least three years of satisfactory, full time experience as an electronic technician; or
6. One year of service as a Transit Electrical Helper in a Power Department of MTA New York City Transit and satisfactory completion of the Power Department's training program in electronics.

The high school, 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).

**Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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*. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

You will be required to indicate if you meet the education and experience requirements on the date that you are scheduled to take the multiple-choice test. You may also be required to complete additional forms in regards to the education and experience requirements at the time of appointment. You will be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not 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 have a motor vehicle driver's 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.

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

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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration and Reform 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://mta.info/nyct/hr/appexam.htm> 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, 3, or the G train to the Hoyt Street Station. **The MTA Exam Center will be closed on Monday, November 12, 2018; Thursday, November 22, 2018 and Friday, November 23, 2018 in observance of the day after Thanksgiving Day.**

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

If you believe you meet the requirements in the “How to Qualify” section, submit an application online unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. *Applications* will **not** be accepted in person.

### Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee.
7. You will be sent a confirmation email after you submit payment for the application fee.

Save your confirmation numbers for future reference and proof of filing an *Application*.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

**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**.

The 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*.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice 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.

## THE TEST

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass this test. Your score on this 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 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.

The multiple-choice test may include questions on basic electronic devices and circuitry, basic A.C. and D.C. test equipment; use of tools, equipment and materials of the trade; proper safety procedures and precautions when working with electronic circuits; reading and understanding schematic and wiring prints and making related electrical calculations; and other related areas.

## 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 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, 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 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's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## THE TEST RESULTS

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed 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.

## 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.

**Make-Up Test:** You may apply for a make-up test if you cannot take the Multiple-Choice 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 promptly notify the 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 the MTA New York City Transit, you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto: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.

**If you are a current MTA employee, all changes to your employee contact information must 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 Electronic Technician, Exam No. 9610 - MTA New York City Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

## **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, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 91751; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Filing Opened:** November 7, 2018