



New York City Transit

Notice of Examination

Transit Electrical Helper, Exam No. 7609

Application Deadline: February 21, 2017 Application Fee: \$61.00

Type of Test: Education and Experience Test Test Date: N/A

JOB DESCRIPTION

The eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee. Eligible candidates accepting or declining appointment either as a Transit Electrical Helper or as a Signal Maintainer Trainee will have their names removed from the eligible list.

Transit Electrical Helpers, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electro-mechanical and electronic equipment in various MTA New York City Transit departments; Transit Electrical Helpers operate motor vehicles to and from work assignments; keep records and write reports; perform related work. Under direct supervision, Transit Electrical Helpers perform the duties indicated below in the following areas:

1. In Signal Maintenance, they assist Signal Maintainers and Maintenance Supervisors (Signals), with their work on railroad signal apparatus, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, related apparatus and some asbestos – containing materials.
2. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.
3. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communication equipment, closed circuit television and control systems and equipment.
4. In Elevator and Escalator Maintenance, they assist Transit Electro-Mechanical Maintainers and Maintenance Supervisors (Elevator and Escalators) with their work on elevators, escalators, electrically operated drawbridges, and all related electrical and mechanical equipment.
5. In Ventilation and Drainage Maintenance, they assist Transit Electro-Mechanical Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
6. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contract rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.

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7. In Electrical Power Maintenance, they assist Power Maintainers – Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optics cables, and auxiliary equipment and accessories; work with asbestos-containing material, mercury and lead; and drive motor vehicles.
8. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephone) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and asbestos-containing materials.

Signal Maintainer Trainees, under close supervision, receive a course of training both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of MTA New York City Transit.

Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers and Signal Maintainer Trainees are: climbing and descending ladders and stair ways; walking on and between catwalks and roadbeds; hearing audible signals such as alarms bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; observing colored light signals in tunnels, on elevated tracks, and on open-cut road beds; differentiating color-coded wires, and working outdoors in all weather conditions.

Transit Electrical Helpers in Electrical Power Maintenance may work in the presence of infectious and biological wastes.

Special Working Conditions: Transit Electrical Helpers and Signal Maintainer Trainees 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 of the duties of these positions.)

SALARY AND BENEFITS

1. The current minimum salary for Transit Electrical Helpers working in Electrical Power Maintenance is \$20.8976 per hour for a 40-hour week increasing to \$29.8537 in the sixth year of service.
2. The current minimum salary for Transit Electrical Helpers working in other subdivisions is \$20.41316 per hour for a 40-hour week increasing to \$29.1879 in the sixth year of service.
3. The current minimum salary for Signal Maintainer Trainee is \$21.5966 per hour for 40-hour week increasing to \$22.2400 per hour in the second year of service. Upon advancement to the title of Signal Maintainer, the current minimum salary for Signal Maintainer is \$29.5463 per hour for 40-hour week.

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

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HOW TO QUALIFY

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

Education Requirements must be met by **June 30, 2017.**

1. Four years of 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 a 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. A four-year high school diploma or its equivalent; plus three years of full-time experience as described in option "1" above.

High school or trade or technical 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 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 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 either title. 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 in either title.

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 this safety-sensitive position.

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 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.

REQUIREMENTS TO BE APPOINTED - Continued

Safety Proficiency Assessment: If you pass the education and experience test, you will be scheduled to take the qualifying safety proficiency assessment as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the education and experience test will be scheduled for the qualifying safety proficiency assessment. A score of 70% is required to pass the qualifying safety proficiency assessment. In the qualifying safety proficiency assessment you will be required to demonstrate the following abilities:

Oral Comprehension – The ability to understand spoken English words and sentences.

Oral Expression – The ability to use English words or sentences in speaking so others will understand.

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 3PM, in the lobby of 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 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 provide. 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 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* included with your application packet. When you contact the evaluation service, ask for a “document-by-document (general) evaluation of your foreign education.

HOW TO SUBMIT THE 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.

HOW TO SUBMIT THE APPLICATION AND PAY THE APPLICATION FEE (Continued)**Applications by Mail must:**

1. Include all 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.

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

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 Exam 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 Exam Information Center as indicated below 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 will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

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 (1) but less than (2) years of additional full-time satisfactory experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or

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THE TEST (Continued)

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

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

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 TEST RESULTS:

If you are marked "**Not Qualified**", you will receive a **Not Qualified Letter**. If you pass the competitive education and experience 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 the 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 **Transit Electrical Helper** is one year.

Signal Maintainer Trainee Appointment Conditions: Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a probationary period of 12 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 18 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer.

Selective Certification for Commercial Driver License (CDL): You may be considered for appointment to positions requiring a Commercial Driver License through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions in Electrical Power Maintenance.

Selective Certification for Commercial Driver License (CDL): (Continued)

To qualify, you will be required to possess at the time of appointment either:

1. A Class B Commercial Driver License valid in the State of New York with endorsement for hazardous materials and no disqualifying restrictions; or
2. A Motor Vehicle Driver License valid in the State of New York and Learner's Permit for a Class B Commercial Driver License valid in the State of New York.

All applicants for this examination must provide proof of residence in the state for which the license and/or permit is issued.

If you qualify under #2 above you will be appointed subject to receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials within six months of appointment.

For all appointments through Selective Certification, the Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions must be maintained for the duration of employment in the Electrical Power Maintenance and Operations Groups. If you have serious moving violations, license suspension or an accident record you may be disqualified.

Candidates interested in Selective Certification should follow the instructions on page seven of the *Education and Experience Test Paper* form. You may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such an instance, you are required to notify MTA New York City Transit as indicated in the Correspondence Section below.

CORRESPONDENCE SECTION:

Change of Contact Information: It is critical that you promptly notify MTA 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, mailing 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.**

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

Transit Electrical Helper, Exam No. 7609
NYC 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 Dept. 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 New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201

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