

# Notice of Examination

## Promotion to Transit Electro-Mechanical Maintainer ((HVAC))

### Exam # 7713

**Application Deadline:**

June 27, 2017

**Types of Tests:**

Multiple-Choice &amp; Practical Skills Tests

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

\$68.00

**Multiple-Choice Test Date:** (subject to change)Saturday, September 16 or  
Sunday, September 17, 2017

### JOB DESCRIPTION

Transit Electro-Mechanical Maintainers in the HVAC section, under supervision, maintain, install, clean, adjust, inspect, test, alter, replace, and repair heating and air conditioning systems of MTA New York City Transit structures, such as shops, stations, and buildings. They work on air conditioners and components, such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves. They work on boilers, furnaces and components, such as boiler sections, heaters, radiators, piping, pumps, motors, and electrical and electronic controls and valves. They solder and braze, keep records, write reports, and perform related work.

Some of the physical activities performed by Transit Electro-Mechanical Maintainers (HVAC) and environmental conditions experienced are: loading and driving light utility trucks; lifting equipment weighing up to 75 pounds; lifting equipment overhead; climbing and descending ladders; working at heights of up to 50 feet; crouching to reach equipment being repaired; making visual inspections of equipment; distinguishing colored wiring; and reading blueprints and schematics.

**Special Working Conditions:** Transit Electro-Mechanical 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

The current minimum salary for Transit Electro-Mechanical Maintainers is \$29.3277 per hour for a 40-hour week. This rate is subject to change.

### ELIGIBILITY TO TAKE THE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the date of the multiple choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see note, below) for the title of Transit Electrical Helper working in Elevator and Escalator Maintenance, Ventilation and Drainage, or Heating and Air Conditioning; or

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## ELIGIBILITY TO TAKE THE EXAMINATION (CONTINUED)

2. Is employed in the Non-Competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in Elevator and Escalator Maintenance, Ventilation and Drainage, or Heating and Air Conditioning; and

3. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the *Application*. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of any MTA agency other than MTA New York City Transit.

## REQUIREMENTS TO BE PROMOTED

**From the competitive title of Transit Electrical Helper:** At the time of promotion, you must have completed your probationary period in the eligible title and you must be permanently employed in that title or your name must appear on a "Preferred List" for that eligible title as indicated in the above "Eligibility to Take the Examination" section. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

**From the non-competitive title of Transit Electrical Apprentice:** At the time of promotion, you must be employed in the respective section in which you were trained: Ventilation and Drainage, Heating and Air Conditioning, or Elevator and Escalator Maintenance.

**Driver License Requirement:** At the time of promotion, 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.

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

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

If you believe you meet the eligibility requirements, submit an application online by the last day of the application period 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.

**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.

### Online Applications:

1. Apply using the "BSC" employee portal at: [www.mymta.info](http://www.mymta.info) by the last day of the application period.
2. You must pay the application fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
3. You will be sent a confirmation email after you complete your application and pay the application fee.

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

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## 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 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 Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

**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.

## 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 date of the multiple-choice test 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 multiple-choice test.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

## 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 each test. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test and practical skills test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive or non-competitive class titles. Your service will be credited through the date of the multiple-choice and practical skills tests, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 qualifying multiple-choice test may include questions on basic electrical theory; electrical, mechanical, pneumatic and hydraulic devices and components related to the heating and air conditioning trade; 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 competitive practical skills test may include tasks related to the installation, testing, maintenance, and repair of electrical, electronic, mechanical, and electromechanical components and systems related to the heating and air conditioning trade, 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.

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## 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.

**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.

**Proof of Identity:** You must present your MTA New York City Transit employee identification card when you arrive to take the tests.

## THE TEST RESULTS

If you pass the qualifying multiple-choice test and the competitive practical skills test and are marked eligible, 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 promotion when your name is reached on the eligible list.

## ADDITIONAL INFORMATION

**Training:** Eligible candidates who are promoted will be required to complete and pass all parts of a training course before the end of an 18-month probationary period. Those probationary employees from the permanent title of Transit Electrical Helper, who do not successfully complete this training course, will be returned to their previous title. Those probationary employees from the title of Transit Electrical Apprentice who do not successfully complete this training course may be returned to their permanent title if they have one, or may be terminated from the title of Transit Electro-Mechanical Maintainer.

## SPECIAL ARRANGEMENTS

**Late Filing:** Consult with **your department's Human Resources representative** to determine the procedure for filing a late *Application* if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but on or before the first date of the multiple-choice test.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled test 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 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.

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## **SPECIAL ARRANGEMENTS (CONTINUED)**

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 60 days following termination of your military duty.

**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.

## **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 promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information.

**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 other correspondence must be sent to the following address:

Promotion to Transit Electro-Mechanical Maintainer ((HVAC)), Exam No. 7713  
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 promotion, and may result in criminal prosecution.

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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 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 No. 90846; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

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Filing opened June 7, 2017