



Staten Island Railway

NRS Mechanic (Equipment Mechanic)

Notice of Examination

Exam # 4800

When to Apply: From August 7, 2013 to August 27, 2013

Application Fee: \$68.00 (This fee is non-refundable)

Type of Test: Multiple-Choice

Test Date: Scheduled to be held during the week of November 18, 2013
(subject to change)

JOB DESCRIPTION

Staten Island Railway NRS Mechanics, under supervision, with broad latitude for independent judgment and initiative perform preventive maintenance, repair, rebuilding and/or replacement work on self-propelled special equipment such as tampers, track aligners and cranes, as well as on heavy, medium, light gasoline and diesel powered vehicles; are responsible for the repair and maintenance of special equipment and tools such as snow blowers, stationary and portable power generators, welding units, grinders, cutters, hand-held tampers, track drills and the like; assist the Senior Equipment Maintainer in the design and fabrication of parts; troubleshoot, diagnose, and repair New York City Transit vehicles; drive trucks; keep records; make computations; prepare reports; and perform related work.

Some of the physical activities performed by Staten Island Railway NRS Mechanics and environmental conditions they experience are: crawling under trucks and heavy equipment; working in confined spaces; working on subway and elevated tracks; lifting and carrying heavy tools and components; moving out of the way of moving trucks, payloaders and heavy equipment; taking precise measurements; distinguishing colors; manually removing and installing parts and bolts in confined areas; moving out of the way of moving vehicles and heavy equipment; hearing warnings (verbal, horns, bells, and signals); and working outdoors in all weather conditions.

Special Working Conditions: Staten Island Railway NRS Mechanics may be required to work various shifts including nights, Saturdays, Sundays, and holidays and must be available to work overtime as required.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

SALARY AND BENEFITS

The current minimum salary is \$22.132275 per hour for a 40-hour week, increasing to \$29.505075 after five years of service. There is an initial rate of \$7.25 per hour during the training period. 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. New employees may not be eligible for certain benefits until they meet specified service requirements in accordance with the Collective Bargaining Agreement.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY

Education and Experience Requirements: By the last day of the application period you must meet one of the following requirements:

1. Three years of full-time experience as a journey-level mechanic (i.e., fully trained, proficient, knowledgeable, experienced, and competent) in the testing, operation, maintenance, alteration, and repair of mechanical, electrical, hydraulic and pneumatic components and systems of (A) Heavy equipment of the type used in construction or the maintenance and repair of track, such as pneumatic and hydraulic compressors, drills, pile drivers, payloaders, earthmovers, tractors and conveyors, including gasoline and diesel engines; or (B) Transportation vehicles such as passenger automobiles, trucks, buses, marine vessels or aircraft; or
2. Completion of a four-year full-time apprenticeship in an electro-mechanical trade recognized by the New York State Department of Labor, the U.S. Department of Labor, or any state apprenticeship council which is recognized by the U.S. Department of Labor.

For the above journey-level experience to be credited, **it must be preceded by** one of the following:

1. Two years of full-time experience as a mechanic's helper, apprentice or trainee performing or assisting in the work described above; or
2. Graduation from a recognized vocational high school, trade school or technical school with a major course of study in the electro-mechanical trade or a closely related field totaling at least 600 hours. This school must be approved by a state's Department of Education; or
3. An A.A.S. degree, or a higher degree, from an accredited college or university in the electro-mechanical trade or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment, you must possess either:

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

If you are appointed under "2" above, you will be appointed subject to the receipt of the endorsement for hazardous materials within six months of appointment. If you are appointed under "3" above, you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions within six months of appointment and the receipt of the endorsement for hazardous materials three months after receiving the Class B Commercial Driver License (within a total of nine months of appointment).

The Class B Commercial Driver License with an endorsement for hazardous materials must be maintained for the duration of your employment in the title. This license must not include any restrictions which would preclude the performance of Staten Island Railway NRS Mechanic work.

If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

Character and Background Requirement: Proof of good character and satisfactory background are absolute prerequisites to appointment. The following are among the factors considered as grounds for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions where such convictions indicate a disrespect for the law; (c) discharge from employment where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with the Metropolitan Transportation Authority (MTA), or another public employer; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; and (g) previous misrepresentation of authority to work in the United States.

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.

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

Proof of Identity Requirement: 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 the Staten Island Railway.

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 or the 3 train to the Hoyt Street Station.

REQUIRED FORM(S):

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.

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 a proper rating. Keep a copy of your completed *Education and Experience Test Paper* for your records.

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 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 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 as indicated below.

New York City Transit will **not** accept applications in person

Applications by Mail must:

1. Be postmarked by the last day of the application period.
2. Include all of the required forms, as indicated in the Required Forms section above.
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 NYC 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.

ADMISSION LETTER: You should receive an Admission Letter in the mail about 10 days before the date of the test. You will also receive a telephone notification of the test date and location you are scheduled to take the 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 multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70 to pass the test. The multiple-choice test may include questions on: electrical, mechanical, hydraulic, and pneumatic components, devices, systems and circuits found in heavy equipment or track equipment, and other related areas.

Note: 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. Electronic devices with an alphabetic keyboard or with word processing capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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 in final score order and you will be given a list number. You will be notified by mail of your test results. It may take up to nine months from the date of the test for you to receive 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.

Appointments from this list will **only** be made to NRS Mechanic positions in the Staten Island Railway. This is **NOT** a New York City Transit Position. This is **NOT** a Civil Service position. You will **NOT** be permitted to transfer to a New York City Transit position.

SPECIAL ARRANGEMENTS:

Special Testing 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 the *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.

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

1. Compulsory attendance before a public body;
2. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
3. Absence due to ordered military duty; or
4. A clear error for which the MTA New York City Transit is responsible.

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 one week of your scheduled test date.

CORRESPONDENCE SECTION:

All correspondence, including the submission of your application, must be sent to the following address: NRS Mechanic (SIR), Exam No. 4800, 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.