



Notice of Examination

Light Maintainer ((Electrician)), Exam No. 9608

Application Deadline:

November 27, 2018

Type of Test:

Practical Skills

Application Fee:

\$82.00

Test Date: (subject to change)

Starting on May 15, 2019

JOB DESCRIPTION

Light Maintainers, under supervision, install, inspect, test, alter, maintain, and repair lighting and other electrical systems in MTA New York City Transit facilities, such as subway tunnels and elevated structures, bus depots and repair shops, subway car yards and barns, and other MTA New York City Transit buildings and structures; keep records; drive motor vehicles; and perform related work.

Some of the physical activities performed by Light Maintainers and environmental conditions they experience are: working on or near train tracks where live high voltage equipment is present; working outdoors in all weather conditions; using ladders to climb onto and off trackways; hearing warnings (bells, whistles, and vocal); working on elevated structures; driving, loading, and unloading trucks; and lifting heavy material and equipment.

Special Working Conditions: Light 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 Light Maintainer is \$30.8184 per hour for a 40- hour week increasing to \$36.2499 per hour in the sixth year of service. This rate is 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 requirements described in “1” or “2” below:

1. Three years of electrical experience installing, maintaining, and repairing lighting systems, conduit work, wiring, and fixtures. At least two years must be at the journey-level.

One year of non-journey level experience may be substituted with education as follows:

- A. 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 a minimum of 600 hours; or
 - B. Graduation from a vocational high school with a major course study in electrical, electronic, or electro-mechanical technology, or a closely related field; or
 - C. Graduation from an accredited college or university with an AAS degree or higher in electrical, electronic, or electro-mechanical technology, or a closely related field; or
2. Completion of a four-year full-time apprenticeship in the electrical, electronic, or electro-mechanical trade 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.

Vocational high school, technical school, or trade 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).

Note: The following are some examples of types of work experience that are **not** acceptable: superintendent of residential or commercial buildings; electronic bench technician; repair of home appliances, such as refrigerators, stoves, or vacuum cleaners; repair person of electronic equipment, such as office machines, personal computers, or televisions; and salesperson of lighting products.

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 skills 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. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. You will be appointed subject to the receipt of a Class B Commercial Driver License (CDL), valid in the state of New York, within the probationary period. The CDL may **not** have **any** restrictions which would preclude the performance of the duties of a Light Maintainer, and must be maintained for the duration of your employment in the title.

Commercial Motor Vehicle Driving Experience in the Military or New York National Guard: If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Medical Requirement: Medical guidelines have been established for the position of Light 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) 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 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 Information Center will be closed in observance of Veterans Day November 12, 2018 and November 22 and 23, 2018.

REQUIRED FORM(S)

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: November 7, 2018

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section and you are not requesting a Fee Waiver, **you may apply by mail or online**. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. 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.

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**.

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

Filing Opened: November 7, 2018

ADMISSION LETTER

An *Admission 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.

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 test.

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 practical skills test may require you to perform tasks related to the installation, testing, maintenance and repair of lighting or other electrical systems, including the selection and use of appropriate tools, materials and measuring devices; electrical theory and principles, related mechanical work; reading and interpreting drawings; shop math; safe work practices and procedures; 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 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.

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

ADDITIONAL INFORMATION

Selective Certification for a Class B Commercial Driver License: If you have a Class B Commercial Driver License (CDL) valid in the state of New York, you may be considered for appointment to positions in the Department of Buses through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you are appointed through Selective Certification, you may be given preferred consideration for positions requiring this license. If you are appointed through Selective Certification, you must maintain this license for the duration of your employment in this title. If you have the Class B Commercial Driver License (CDL) valid in the state of New York, complete Section C of **Education and Experience Test Paper** and state "CDL" in Section D. Your license will be checked at the time of appointment. The Selective Certification requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the correspondence section below. Please include the examination title and number, your social security number and the Selective Certification you are requesting in your correspondence.

Promotion Examination: A promotion examination for this title is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies with the MTA New York City Transit.

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 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;
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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: November 7, 2018

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, 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>.

CORRESPONDENCE

All other correspondence must be sent to the following address:

Light Maintainer, Exam No. 9608
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, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 91725; The Rapid Transit Railroad Service; Group I- Per Diem and Per Hour Positions

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: November 7, 2018