



New York City Transit

Notice of Examination

Power Distribution Maintainer, Exam No. 8608

Application Deadline:

January 23, 2018

Type of Test:

Multiple-Choice Test

Application Fee:

\$82.00

Test Date: (subject to change)

Saturday, May 19, 2018

JOB DESCRIPTION:

Power Distribution Maintainers, under supervision, maintain, install, inspect, test, alter and repair the direct current power distribution cable systems and contact rail systems in MTA New York City Transit subways, elevated lines and yards. They install, maintain and inspect contact rail heaters, circuit breakers, third rail end approaches, wooden poles on the right of way, positive and negative cables, wires, relays and switches; inspect and replace insulators, protection boards and protection board brackets; bond negative rails; respond to emergencies and make emergency repairs; dig for and install ducts for cable installations; may perform welding and burning duties as required; drive a motor vehicle to and from work sites and load and unload vehicles as required; and perform related work. Some of the physical activities performed by Power Distribution Maintainers and environmental conditions experienced are: working on or near tracks having live 600-volt contact rails; walking along tracks in dimly lit areas; moving out of the way of moving trains; climbing and descending ladders; working outdoors in all weather conditions; operating machinery; and lifting and carrying heavy materials.

Special Working Conditions: Power Distribution 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 is \$30.2849 per hour for a 40-hour week increasing to \$35.6293 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: January 3, 2018

HOW TO QUALIFY:

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

1. Four years of full-time satisfactory experience as a fully trained electrical distribution maintainer performing work in the maintenance, installation, inspection, testing, altering and repair of electrical power cable or power distribution cable systems; or
2. Three years of full-time satisfactory experience as described in “1” plus:
 - a) Graduation from an approved vocational high school with a major course of study in the electrical or electronic field; or
 - b) Graduation from a trade or technical school with a major course of study in the electrical or electronic field totaling 600 hours; or
 - c) Graduation from an accredited college or university with an associate degree in electrical, electronic or electromechanical technology, or a closely related field; or
3. Two years of full-time satisfactory experience as described in “1” above, plus a baccalaureate degree from an accredited college or university in electrical engineering, electronic technology, electrical engineering technology, electromechanical technology, or a closely related field; or
4. Completion of a four-year full-time apprenticeship in the electrical, electronic or electromechanical trade recognized by the New York State Department of Labor, the United States Department of Labor or any state apprenticeship council which is recognized by the United States 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: You may be given the multiple-choice test before we review your qualifications. 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 this 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 the 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 this position.

REQUIREMENTS TO BE APPOINTED (Continued)

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 must obtain an *Application* and any other required forms for this examination online at <http://mta.info/nyc/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 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 New York City Transit Exam Information Center will be closed on January 15, 2018 in observance of the Martin Luther King Jr. holiday.

REQUIRED FORMS:

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 your 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 for this examination): If you were educated outside of 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.

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

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.

(continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

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.

Application Fee: This fee is generally non-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 one. 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.

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 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*.

ADMISSION LETTER

An *Admission Letter* or *Not Qualified Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you are qualified and do not receive an *Admission Letter* at least 4 days before the test date, 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 test.

THE TEST:

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass the multiple-choice test. Your score on the this multiple-choice test will determine your place on an 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: the installation, maintenance and inspection of power distribution equipment; tools and electrical measuring devices used in power distribution work; electrical principles and theory; circuit schematics; electrical work including related computations; safe work practices and procedures; and other related areas.

Filing Opened: January 3, 2018

Power Distribution Maintainer Exam No. 8608

Page 5 of 6

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 or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the testing site 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.

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.

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, U.S. Government issued Passport, U.S. Government issued Military Identification Card, U.S. Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice 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:

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.

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 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;

(continued)

SPECIAL ARRANGEMENTS (Continued)

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.

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 90 days following termination of your military duty.

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 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 number, 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 <http://www.mymta.info>.**

All correspondence must be sent to the following address:

Power Distribution Maintainer, Exam # 8608
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. Copies are available at 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. 91737; The Rapid Transit Railroad Service; Group 1 – Per Diem and Per Hour Positions

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 3, 2018