



New York City Transit

# Notice of Examination

## Signal Maintainer, Exam No. 1606

**Application Deadline:**

March 23, 2021

**Type of Test:**

Practical Skills Test

**Application Fee:**

\$91.00

**Test Date:** (subject to change)

Practical skills testing is expected to begin on July 19, 2021

### JOB DESCRIPTION

**Signal Maintainers**, under supervision, maintain, install, inspect, test, alter and repair MTA New York City Transit's railroad signal systems on the road and in the shop. They maintain, service and repair various types of railroad signal equipment, including all-electric, electro-pneumatic, optical, all-relay and mechanical interlocking machines, centralized traffic control machines, electronic code systems, train identity systems, microprocessors, switch machines, automatic train stops, color light and semaphore signals, electronic train control and monitor systems, and related power and control equipment. They keep records; drive a motor vehicle; and perform related work.

Some of the physical activities performed by Signal Maintainers and environmental conditions they experience are: working on or near train tracks where live high voltage equipment is present; climbing and descending ladders and stairways; walking along trackways in dimly lit areas where tripping hazards may be present; when in work areas, being alert to warning whistles and the sound of oncoming trains; working outdoors in all weather conditions; carrying tools and equipment; and operating heavy machinery.

**Special Working Conditions:** Signal 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.)

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## SALARY AND BENEFITS

The current minimum salary for Signal Maintainer is \$39.47 per hour for a 40-hour week. 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.

## HOW TO QUALIFY

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

1. Completion of a four-year full-time apprenticeship in an electromechanical, electrical, or electronic 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; or
2. Three years of full-time satisfactory journey-level experience (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic), performing troubleshooting, repair, and maintenance of electromechanical, electrical, or electronic equipment; or
3. Two years of full-time satisfactory experience at the journey-level as described in paragraph "2." above, plus completion of one of the following listed below **before obtaining your journey-level experience**:
  - a. Two years of full-time experience performing or assisting in the work described above as a mechanic's helper, apprentice or trainee; or
  - b. Graduation from a trade school or technical school, with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field totaling 600 hours; or
  - c. Graduation from a vocational high school, with a major course of study in electromechanical, electrical or electronic technology, or a closely related field; or
  - d. An associate degree or a higher degree, from an accredited college or university with a major course of study in electro-mechanical, electrical or electronic technology, or a closely related field.

**The following are types of experience that are not acceptable:** Assembly-line work, installation or repair of non-electrical mechanical devices, maintenance and troubleshooting of small electronic household devices or hand-held electronic devices, and computer repair.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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 applying. 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.

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## HOW TO QUALIFY (Continued)

**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, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a “**document-by-document**” (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit’s Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Foreign Education Fact Sheet on our website.

**Note:** If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

## 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, 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.

**Medical Requirement:** Medical guidelines have been established for the position of Signal 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) evaluation, referral and education treatment 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 to perform the duties and responsibilities of the position.

**Proof of Identity:** 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 MTA New York City Transit.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**Qualifying Safety Proficiency Assessment:** You may be invited to take the qualifying safety proficiency assessment and practical skills test during the same session. If you pass the practical skills test, and you were not also invited to complete the qualifying safety proficiency assessment during the same session, 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 practical skills test will be scheduled for the qualifying safety proficiency assessment. A score of 70% is required to pass the qualifying safety proficiency assessment. In this 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 apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to [examsunit@nyct.com](mailto:examsunit@nyct.com) during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Arrangements” section below.

## HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

### Online Applications:

1. If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at [www.mymta.info](http://www.mymta.info)). **Note:** The application system may **not** function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.
4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

**IMPORTANT:** If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by April 5, 2021 you must submit documentation supporting your fee waiver request by mail to Signal Maintainer, Exam No. 1606, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period.

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## HOW TO SUBMIT AN APPLICATION (Continued)

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, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

**Note:** If you have trouble paying the application fee after submitting your online application, please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Online Payment Tutorial.

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or mailed to the address in the “Correspondence” section below.

## ADMISSION LETTER OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the practical skills test. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to [examsunit@nyct.com](mailto:examsunit@nyct.com). A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the “Correspondence” section below for instructions on how to update your address and other contact information.

## 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 the eligible list.

You may be given the competitive practical skills test before we determine if you meet the qualification requirements. If you are scheduled to take the competitive practical skills test, you will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

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 competitive practical skills test may require you to perform tasks related to the installation, testing, maintenance, and repair of electrical, electronic and electro-mechanical systems, including the

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## THE TEST (Continued)

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.

## 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 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.

**Social Distancing** and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your Admission Letter.

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, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID 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.

## THE TEST RESULTS

If you pass the education and experience test and 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 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 with the MTA New York City Transit.

**Training:** You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

**Probationary Period:** You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

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## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which practical skills testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which practical skills testing is expected to begin.

**Make-Up Tests:** You may apply for a make-up test if you cannot take the practical skills test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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; or
4. Absence due to ordered military duty; or
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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or by mail to the address in the “Correspondence” section below as soon as possible.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at [examsunit@nyct.com](mailto:examsunit@nyct.com) with the subject “Contact Info Update,” or you may mail your request to the address at the end of this section. 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. **MTA employees must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include “Signal Maintainer, Exam No. 1606 ” in the Subject. Or, you can mail your correspondence to the following address:

Signal Maintainer, Exam No.1606  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

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## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, 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, are part of this Notice of Examination, and they are accessible through our website at

[http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm)

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. [DCAS Title Code]; [Type of Service]; [Group Number]

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