



REQUIRED FORMS

APPLICATION
EDUCATION AND
EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT
SHEET (if applicable)

**NOTICE
OF
EXAMINATION**

**Staten Island Railway Signal Helper
Exam No. 3801**

This is **NOT** a New York City Transit position. This is **NOT** a Civil Service position.

WHEN TO APPLY: From: **October 3, 2012**
To: **October 23, 2012**

APPLICATION FEE: \$54.00
(This Fee is Non-Refundable)

THE TEST DATE: The multiple-choice test is expected to be held on **Tuesday, January 8, 2013.**

JOB DESCRIPTION: Staten Island Railway Signal Helpers, under supervision, assist Staten Island Railway Signal Maintainers in the installation, maintenance, testing, troubleshooting, and repair of the Staten Island Railway signal and switch systems. They clean, lubricate, and inspect all signal equipment; replace light bulbs and broken lenses; excavate and backfill the trenches; remove paint and graffiti from equipment; remove snow during emergency and storm duty; cut trees and shrubs that interfere with signal equipment; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Staten Island Railway Signal Helpers and environmental conditions experienced are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; responding to audible signals such as alarm bells, train whistles and horns; working in confined areas; lifting heavy material and equipment; responding to visual signals including distinguishing colored lights; differentiating color-coded wires; and working outdoors in all weather conditions.

Special Working Conditions: Staten Island Railway Signal Helpers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 \$16.88 per hour for a 40-hour week, after a rate of \$7.25 per hour during the initial training period. 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. New employees may not be eligible for certain benefits until they meet specified service requirements in accordance with the Collective Bargaining Agreement.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the application period you must have:

1. A four year high school diploma or its educational equivalent, followed by one year of full-time experience as a helper in the electrical, electronic or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical or electronic equipment; or
2. Graduation from an approved trade school, technical school or vocational high school, with a specialization in electrical, electronic or electro-mechanical technology totaling at least 600 hours, followed by six months of full-time experience as a helper performing or assisting in the work described in "1" above.

You may be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not 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:

License Requirement: At the time of appointment, you must have a Motor Vehicle Driver License that is valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of a Staten Island Railway Signal Helper. 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.

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 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://www.mtabsc.info/> 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 train to the Jay Street-Metro Tech Station, or the 2 or the 3 train to the Hoyt Street Station.

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 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 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 Exam Information Center (as indicated above) or you may call (347) 643-7221 or (347) 643-7222.

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: understanding basic electrical, electronic and electromechanical theory; the proper selection and use of tools, instruments and materials; safe, proper and efficient work practices; reading and interpreting blueprints and electrical drawings; performing job related calculations; understanding programmable logic controllers; keeping records; and other related areas.

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. 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 Signal Helper 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 a disability or an alternate test date due to your religious beliefs, follow the instructions included with your Application and mail your request to the address found in the "Correspondence Section" below.

CORRESPONDENCE SECTION: All correspondence, including the submission of your application, must be sent to Staten Island Railway Signal Helper, Exam No. 3801, 180 Livingston Street, Room 4070, Brooklyn, NY 11201.