



New York City Transit

Notice of Examination

Promotion to Elevator and Escalator Maintainer, Exam No. 3717

Application Deadline:

July 15, 2023

Types of Tests:

Multiple-Choice Test & Practical
Skills Test

Application Fee:

\$91.00

Multiple-Choice Test Date:

(subject to change)

Saturday, August 26, 2023 or
Sunday, August 27, 2023

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

JOB DESCRIPTION

Elevator and Escalator Maintainers, under supervision, perform frequent and routine maintenance, inspection, testing, alteration, and repair of electric and hydraulic passenger and freight elevators, escalators, and associated electro-mechanical equipment in MTA New York City Transit stations, shops, and buildings; prepare reports; operate a motor vehicle; and perform related work.

Some of the physical activities performed by Elevator and Escalator Maintainers and environmental conditions they experience are: working in dark confined spaces, crouching and stooping to reach equipment, reaching into dark spaces to make tactile inspections, making visual inspections of equipment, distinguishing colors, reading gauges and drawings, climbing onto elevator cabs, using hand tools and equipment weighing up to 40 pounds, and working outdoors in all weather conditions.

Special Working Conditions: Elevator and Escalator 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

The current minimum salary for Elevator and Escalator Maintainer is \$42.06 per hour for a 40-hour work week. This rate is subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the multiple-choice test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Transit Electrical Helper working in Elevator and Escalator Maintenance; or
2. Is or has been employed in the Non-Competitive title of Transit Electrical Apprentice and has satisfactorily completed the 3-year Transit Electrical Apprentice program in Elevator and Escalator Maintenance; and
3. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

The admission of employees who completed the Transit Electrical Apprentice program as a non-competitive Transit Electrical Apprentice is pursuant to Section 52(14) of the New York Civil Service Law.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the tests before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded, and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test.

You will be scheduled to take the qualifying multiple-choice test on one of the dates listed in the above "Test Date" box. 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.

Only those who pass the qualifying multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the qualifying multiple-choice test and the competitive practical skills test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed continuous service with any agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in non-competitive and permanent competitive class titles. Your service will be credited through the first date of the qualifying multiple-choice test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 & practical skills tests may measure your knowledge, skills and abilities in the following and other related areas:

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Application Period Opened: June 1, 2023

THE TEST (Continued)

- **Electrical Equipment:** Knowledge of proper maintenance, troubleshooting, and repair techniques of electrically operated equipment utilizing safe work practices
 - Example: *Locating a defect using point-to-point troubleshooting*
- **Electrical Tools:** Knowledge of how to use a multimeter properly and safely
 - Example: *Placing the leads and how to correctly set up the multimeter*
- **Electrical Theory/Schematics:** Knowledge of electronic and electrical theory and schematic reading
 - Example: *Utilizing Ohm's Law to calculate current*
- **Mechanical Equipment:** Knowledge of proper maintenance, troubleshooting, and repair techniques of mechanical equipment utilizing safe work practices
 - Example: *Repairing a broken chain or doors that are out of alignment*
- **Mechanical Tools:** Knowledge of how to safely utilize tools when repairing equipment
 - Example: *Using a screwdriver to remove a screw*

HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the “Eligibility to Take Examination” section, you may submit an application 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. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at examsunit@nyct.com for application instructions). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

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 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 or mailed to the address in the “Correspondence” section below.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Elevator and Escalator Maintainer, Exam No. 3617, you will only be permitted to take the test(s) for this title one time.

Special Arrangements:

Late Applications: Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting a late application if you meet one of the following conditions:

1. You are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period, but before the first test date.

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 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 multiple choice and/or 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 multiple choice and/or practical skills testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple choice and/or 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 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:

1. Email us at examsunit@nyct.com with the subject “Contact Info Update;” or
2. Mail your request to the address at the end of this section.

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Application Period Opened: June 1, 2023

CORRESPONDENCE (Continued)

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 New York City Transit employees must also visit the employee portal at www.mymta.info to update their contact information through the “BSC.”**

All other correspondence should be sent to examsunit@nyct.com and must include “Promotion to Elevator and Escalator Maintainer, Exam No. 3717” in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Elevator and Escalator Maintainer, Exam No. 3717
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

TEST SITE REQUIREMENTS

An Admission Letter will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter at least 4 days before this date, you must email a request for a duplicate Admission Letter to 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 above for instructions on how to update your address and other contact information.

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**, may 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.

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.

Proof of Identity: You must present your MTA New York City Transit employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the qualifying multiple-choice test and the competitive practical skills test and are marked eligible, 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. You will be considered for promotion when your name is reached on the eligible list.

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REQUIREMENTS TO BE PROMOTED

Elevator Mechanic License: As of January 1, 2022, all New York City Transit Elevator and Escalator Maintainers must possess a New York State Department of Labor Elevator Mechanic License. At the time of promotion, you must have a New York State Department of Labor Elevator Mechanic License. The license must be maintained for the duration of your employment in the title.

From the competitive title of Transit Electrical Helper: At the time of promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in that title or your name must appear on a Preferred List for the title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

From the non-competitive title of Transit Electrical Apprentice: At the time of promotion, you must be employed in Elevator and Escalator Maintenance.

Driver License Requirement: At the time of promotion, 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.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Those probationary employees from the permanent title of Transit Electrical Helper who do not successfully complete this training course will be returned to their previous title. Those probationary employees from the title of Transit Electrical Apprentice who do not successfully complete this training course may be returned to their permanent title if they have one, or they may be terminated from the title of Elevator and Escalator Maintainer.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated or returned to your previously held permanent title.

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.