



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTER STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION FACT
SHEET
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

TRAIN OPERATOR
Exam. No. 8098
New York City Transit Authority

WHEN TO APPLY: From: March 4, 2009
To: March 24, 2009

APPLICATION FEE: \$60.00
Payable by mail by money order to DCAS (EXAMS) or
payable online by credit card, bank card or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 6, 2009.**

WHAT THE JOB INVOLVES: Train Operators, under supervision, have direct responsibility for the safe, timely and proper operation of New York City Transit Authority multi-unit subway cars, subway service cars and trains in accordance with the rules, regulations and special instructions governing such operation. They operate trains in revenue and non-revenue road service, and in yard or terminal service; prepare trains for road service and switch cars in yards; in revenue road service, convey passengers over assigned routes; may open and close doors in stations and terminals; may make announcements; in non-revenue road service, operate work trains and revenue collection trains; in yards and terminal service, switch cars, prepare trains for road service and operate trains between yards and terminals; convey trains into barns and shops for inspection and repair, and through car washes for cleaning; wear a prescribed uniform; and perform related work.

Some of the physical activities performed by Train Operators and environmental conditions experienced are: climbing and descending ladders on and off the tracks, ascending and descending from trains and catwalks to roadbeds; walking along elevated sections of track; responding to audible signals such as alarm bells, train whistles, horns and radio conversation; responding to visual signals including distinguishing colored lights; using manual equipment related to train operation; remaining in a sitting position for extended periods of time; and lifting heavy equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Train Operators may be required to work rotating shifts including nights, Saturdays, Sundays, holidays and must be available to work overtime as required .

THE SALARY: The current minimum salary is \$26.9900 per hour. This rate is subject to change. In addition, you receive night and weekend differentials, paid holidays, vacations and sick leave, a comprehensive health plan and a pension plan.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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, approved by a State's Department of Education or a recognized accrediting organization; and
2. Five years of full-time, paid satisfactory work experience.

College education may be substituted for experience on the following basis: One year of acceptable experience will be credited for each 30 credits completed at an accredited college, up to a maximum of four years. However, all candidates must have at least one year of full-time satisfactory, paid work experience. Part-time paid experience will be pro-rated.

You will be given the multiple-choice test before your qualifications are reviewed.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are found "Not Qualified," at the time of appointment your application fee will not be refunded.

REQUIREMENTS TO BE APPOINTED:

Medical Requirement: Medical guidelines have been established for the position of Train Operator. You will be examined to determine whether you can perform the essential functions of the position of Train Operator. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

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

Residency: 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 City of New York.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out sections A.1, A.2, A.4, and B. 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. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number on the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If 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. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, New York, NY, 10007, to obtain a duplicate card.

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 and applying written material relating to the rules, regulations and operating procedures governing safe and efficient train operation; ability to read and understand written material on train controls, car equipment and railroad signals; ability to apply appropriate procedures in emergency or stressful situations; understanding military time; and other related areas.

THE TEST RESULTS: If you pass the competitive 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.

There will also be a qualifying Education and Experience Test. If you pass the multiple-choice test, your Education and Experience Test Paper will be rated as vacancies occur. If you pass the qualifying education and experience test and meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. However, based on the projected number of vacancies, it is possible that not all candidates who pass the multiple-choice test will have their Education and Experience Test Paper rated.

ADDITIONAL INFORMATION:

Training: If you are appointed you will be required to complete and pass, before the end of the one-year probationary period, an approved training course that includes practical train operation. Those probationary employees who do not successfully complete this training course will be terminated from this position.

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

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and are applying:

1. **Online**, follow the instructions; or
2. **By mail**, follow the instructions included with the "Application for Examination."

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY, 10007.

The City of New York is an Equal Opportunity Employer.

Title Code No. 91211; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas