



# Notice of Examination

## Elevator and Escalator Specialist, Exam No. 0607

**Application Deadline:**

October 22, 2019

**Types of Tests:**

Short-Answer & Practical Skills

**Application Fee:**

\$96.00

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

Saturday, January 25, 2020 or  
Sunday, January 26, 2020

### JOB DESCRIPTION

**Elevator and Escalator Specialists** under general supervision, perform expert-level and complex work involving the diagnosis, troubleshooting, adjustment and repair of electric and hydraulic passenger or freight elevators, escalators, and associated electromechanical equipment in MTA New York City Transit stations, shops, buildings and yards; utilize state-of-the-art technology, analytical and diagnostic tools, and facilities management and maintenance related software; prepare reports; drive a motor vehicle to transport material, equipment and personnel to and from various worksites; and perform related work.

Some of the physical activities performed by Elevator and Escalator Specialists 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 Specialists 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 for Elevator and Escalator Specialist is \$46.22 per hour for a 40-hour work 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: October 2, 2019

## HOW TO QUALIFY

**Education and Experience Requirements:** By the **last day of the Application Period**, you must meet the requirements in “1”, “2” or “3” below:

1. Six years of full-time satisfactory experience at the journey level (i.e., fully-trained, knowledgeable, proficient and competent mechanic) in the diagnosis, trouble-shooting, inspection, adjustment and repair of electric and hydraulic passenger or freight elevators, escalators, and associated electro-mechanical equipment; or
2. Successful completion of a four-year, full-time apprenticeship in the construction, repair, and maintenance of elevators and/or escalators recognized by the New York State Department of Labor, the U.S. Department of Labor; or any apprenticeship council that is recognized by the U.S. Department of Labor; followed by four years of journey-level experience listed in “1” above; or
3. Five years of full-time satisfactory experience at the journey level as described in paragraph “1” above, plus completion of one of the following listed below **before obtaining your journey-level experience**:
  - a. Two years of full-time satisfactory experience performing work as described above as a mechanic’s helper, apprentice or trainee; or
  - b. Graduation from a recognized trade school or technical school, with a major course of study in electromechanical, 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 electro-mechanical, electrical or electronic technology, or a closely related field; or
  - d. An associate degree or a higher-level 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.

If you have qualifying part-time experience, it will be credited on a prorated basis.

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 of Higher Education Accreditation (CHEA).

**Test Site Education and Experience Response Form:** On the date of the short-answer test, you will be required to document that you met the education and experience requirements by the close of the filing period for this examination. You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the short-answer and practical skills tests 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.

**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* included with your application packet.

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## HOW TO QUALIFY (Continued)

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 can also access the *Foreign Education Fact Sheet* on our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**Note:** If you have earned a higher-level degree in the United States that supersedes the level 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.

**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 MTA New York City Transit.

## HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications section below). Or, to apply by mail, you may obtain a printed copy of the application package in person at the MTA Exam Information Center, as indicated below. **Important:** Applicants requesting a fee waiver **must** apply by mail.

**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 trains to the Jay Street-Metro Tech Station, or the 2, 3, or the G train to the Hoyt Street Station.

## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “How to Qualify” section, submit an application online unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. *Applications* will **not** be accepted in person.

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

### 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).
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 online, please refer to the Online Payment Tutorial here: [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General 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 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* will be mailed to you about 10 days before the first date of the short-answer test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). 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.

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## THE TEST

You will be given a qualifying short-answer test and a competitive practical skills test. A score of at least 70% is required to pass the qualifying short-answer test and the competitive practical skills test. Your score on the competitive practical skills test will be used to determine your place on the eligible list. You may be given the tests before we check your eligibility.

You will be scheduled to take the tests as indicated in the above "Test Date" box. You will be randomly 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 qualifying short-answer test may include questions on advanced knowledge of electrical theory and electronic controls; advanced knowledge of electrical, mechanical, and hydraulic elevator and escalator devices and components; advanced diagnostic, trouble-shooting and repair procedures; safe, proper and efficient work practices; reading and interpreting complex schematics, blueprints and drawings; keeping records; and other related areas.

The competitive practical skills test may include tasks related to advanced trouble-shooting and repair of electrical, electronic, mechanical, and electromechanical components and systems of elevators and escalators, including the selection and use of appropriate tools, meters and materials; reading and interpreting complex 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, 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.

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

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## TEST ADMINISTRATION GUIDELINES (Continued)

**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 meet the education and experience requirements and pass the qualifying short-answer 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 test results. 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 Elevator and Escalator Maintainer employees. The names appearing on the promotion list will be considered first in filling vacancies.

**Probationary Period:** You will be required to complete a one-year probationary period. Those who do not successfully complete the probationary period may be terminated or returned to their previously held permanent title at the discretion of MTA New York City Transit.

## 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 first scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the short-answer and practical skills tests 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;
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;
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 make the request within 90 days after performing ordered military duty.

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## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (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 by a specified deadline, if we do not have your correct contact information. To update your contact information, you must do one of the following:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

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. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Elevator and Escalator Specialist, Exam No. 0607  
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.

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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 MTA Exam Information Center,

180 Livingston Street (Lobby), Brooklyn, NY 11201.  
MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 91800; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Filing Opened:** October 2, 2019