Port Authority of New York & New Jersey/ Port Authority Trans-Hudson (PATH) Electrician

Candidate Information Bulletin

Thank you for your interest in the Port Authority of New York & New Jersey. As one of the premier public agencies in the nation, the Port Authority offers exciting career opportunities and competitive benefits to those job seekers who qualify to join our staff. The information below provides information about the Electrician job as well as information about the selection process.

JOB INFORMATION

WHAT ARE THE MAJOR RESPONSIBILITIES OF THE JOB?

The Electrician job title requires a 40-hour work week and may be required to work rotating shifts, nights, weekends and holidays, overtime on short notice, and during inclement weather. This position requires incumbents to work at heights, in confined spaces and near high voltage. For most positions, you must be able to obtain and maintain a Class B or above Commercial Driver's License (CDL) with medical card and endorsements.

The Port Authority Electrician performs journey-level installation, maintenance, and repair to various electrical equipment, such as: generators, motors, fire alarm systems, toll equipment, traffic signals, control boxes and automatic electrical systems. The Electrician works from schematic drawings, blueprints or rough sketches and may splice cables, install conduit, BX cable and similar types of electrical wiring. The Electrician is required to work at elevated heights from ladders and bucket trucks and may lead one or more electrical helpers.

WHAT ARE THE MINIMUM REQUIREMENTS?

Candidates must meet all of the qualifications below:

- High School Diploma or GED
- Valid Driver's License
- For most positions, you must be able to obtain and maintain a Commercial Driver's License (CDL) with endorsements
- At least three years of full time paid work experience as a journey-level commercial electrician.
- Qualify on the Electrician Written Test and Practical Test
- Qualify on a thorough background check
- Qualify on a pre-hire medical evaluation

Failure to meet <u>any</u> of the requirements above will disqualify candidates from consideration.

WHERE WOULD I BE WORKING?

Depending on the location where vacancies exist, qualified candidates may be offered employment at any of the Port Authority facilities below:

- John F. Kennedy International Airport
- Newark Liberty International Airport
- LaGuardia Airport
- George Washington Bridge
- Lincoln Tunnel
- Holland Tunnel
- Staten Island Bridges (Goethals, Outerbridge Crossing, Bayonne Bridge)
- Port Authority Bus Terminal
- New York Marine Terminal
- New Jersey Marine Terminal
- PATH Consolidated Maintenance Shop

HOW MUCH DOES THE JOB PAY?

Starting salary of \$33.66 per hour (subject to collective bargaining agreement)

DOES THE POSITION OFFER BENEFITS?

Yes. In addition to full health benefits, the position provides all tools, equipment and uniforms needed for the job.

WHAT CAREER OPPORTUNITIES EXIST FROM THIS POSITION?

Port Authority employees are eligible to participate in internal promotional evaluations for positions for which they meet the requirements. Opportunities exist in the Structural, Mechanical, Electrical, Utility Systems, Buildings & Grounds, Automotive, General Maintenance fields. Opportunities also exist in the Rail Car Equipment, Communications, Power, Signal, and Track Maintenance fields and for maintenance supervisory positions.

SELECTION PROCESS

HOW DOES THE SELECTION PROCESS WORK?

The selection process for the Electrician job title consists of the following components:

- 1. Written Examination
- 2. Practical Examination
- 3. Background Check and Medical Exam

Each component is described in further detail below:

Written Examination

Exam Delivery Format: Number of Questions:	Computer-Based 100	
Question Format:	Multiple-Choice	
Time Limit:	2 Hours	
Exam Content:	The Electrician Written Examination is designed to assess candidates' knowledge/ability in the following areas:	
	Electrical Theory	Motors
	National Electrical Code	Controllers
	Transformers	Basic Electronics

Exam Results: Candidates will receive test results at the test site immediately after completing the examination.

Fee:

\$25 <u>non-refundable/non-transferable</u> fee payable by MasterCard or Visa personal or pre-paid credit card is required

The **\$25 testing fee** will be <u>waived for qualified U.S. military veterans</u> who provide proof of military service. To request a military waiver of the testing fee, email <u>Waiver_Request@panynj.gov</u> and attach an electronic copy of your DD214 or military orders. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Veteran Testing Fee Waiver Request."

The **\$25 testing fee** will also be **waived for qualified candidates receiving one or more forms of public assistance listed below** who provide the required documentation.

- **General Assistance** Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- Public Assistance in the form of Temporary Assistance for Needy Families (TANF)/Family Assistance or Safety Net Assistance – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.
- Eligible for Medicaid, or receiving Supplemental Security Income (SSI) Please provide a copy of your latest annual awards letter and a copy of your ID card that shows your Medicaid number.

• Certified Job Training Partnership Act/Workforce Investment Act/WorkFirst NJ Act eligible through a state or local social service agency – Please provide a copy of your ID card and documentation on letterhead from the social service agency in your state, dated within the past month.

To request a waiver of the testing fee, email <u>Waiver_Request@panynj.gov</u> and attach an electronic copy of the required documentation. Include in the text of your email your Full Name, Contact Phone Number, Job title of the test you were invited for, and Eligibility ID as listed in your testing notice email. The Subject line of your email should be "Testing Fee Waiver Request."

Test Location: Performance Assessment Network (PAN) Test Centers throughout New York and New Jersey. You can choose your test time and location when you schedule for testing through PAN.

Required Identification: One form of official, government issued photo identification.

The examination is of a multiple-choice format and is administered on a computer. Candidates may complete a tutorial that describes the procedures for the computer-based administration prior to beginning the exam. The time limit for the exam is 2 hours. Candidates should be prepared to be at the test site for up to 3 hours, factoring in check-in, test administration, and check-out.

Only candidates who qualify on the Written Examination will be eligible to proceed to the next step in the Selection Process, the Practical Examination. You will receive your results at the test site immediately after completing the test.

Practical Examination

Candidates are typically scheduled for the Electrician Practical Examination within three months of qualifying on their Written Examination, depending on the hiring needs of the Agency.

Exam Delivery Format: Number of Test		
Problems: Time Limit:	5 Each Test Problem has a time limit. Candidates should prepare to be at the test sit for approximately 4 hours	
Test Problems:	 Hands-on demonstration of the following skills/abilities: * Safely work at heights from a bucket truck. Complete wiring and installation of a 3-phase motor and a start/stop station so that the motor operates from two locations. You will be required to draw a line diagram and wire the motor from this diagram. Wire an alarm panel and a number of perimeter devices according to specifications. Completely wire up a 3 way / 4 way lighting circuit including the mounting of service boxes, lamps and switches in accordance with NEC guidelines. Bend and mount conduit to a wall and into service boxes given one 10 ft. length of ¾" EMT conduit and a drawing. 	
	 * Number and nature of Test Problems is subject to change 	
Exam Results:	Results for the Practical Examination are typically emailed to candidates within approximately one month of the Practical Examination date.	
Fee:	None	
Test Location:	The practical test is normally held at the Port Authority Testing & Training Center at the address below. Parking is free.	
	Port Authority Testing and Training Center ExpressPort Plaza 1160 McLester Street Unit #1 Elizabeth, New Jersey 07201	
Required Identification:	One form of official, government-issued photo identification and Written Test qualification letter	
Bring to the Test Location:	Candidates should wear normal work clothes, including work boots or safety shoes. Candidates <u>should not</u> bring any tools, books, equipment, etc. to the test. Personal protection equipment such as gloves or prescription safety glasses are allowed, but everything is also supplied at the test site.	
Practical Examination Raters:	Candidates' performance on Electrician Practical Examination test problems is rated by trained, experienced proctors with a background in the maintenance field. Only candidates who qualify on the Practical Examination are eligible to proceed to the next step in the Selection Process, the Background Check and Medical Exam.	

Background Check and Medical Exam

The Background and Medical Check typically come at the time of a conditional job offer and are conducted concurrently. For the Background Check, the information a candidate submitted on his/her employment application is verified by a background check company, including education, employment history, driver's license, and criminal history. For the Medical Check, candidates are evaluated by the Port Authority's Office of Medical Services physicians to ensure that they can meet the qualifications of the job (with or without accommodation). We strongly encourage candidates to review the requirements for obtaining and maintaining a Commercial Driver's License.

Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the Electrician job title based on the hiring needs of the Agency. However, qualification on the selection process <u>does not</u> guarantee placement into a vacant position.

Question and Answer

ARE THERE ANY STUDY MATERIALS FOR THE EVALUATION PROCESS?

No. We expect candidates to demonstrate their knowledge/experience through the evaluation process.

HOW LONG DOES THE SELECTION PROCESS TAKE?

The timing is highly influenced by the hiring needs of the Agency for this position as well as the speed at which candidates' background check information can be obtained/verified.

IF I QUALIFY ON THE EVALUATION PROCESS, HOW LONG DOES MY QUALIFICATION LAST?

Your qualification will remain for 1 year from the date you qualified on the Practical Test. This timeframe may be extended at the discretion of the Port Authority.

IF I QUALIFY ON THE EVALUATION PROCESS, IS IT ASSURED THAT I WILL GET HIRED?

No. Candidates who qualify on the written examination, practical examination, background check, and medical check are considered eligible to be considered for placement in the Electrician job title based on the hiring needs of the Agency. *However, qualification on the selection process <u>does not guarantee placement into a vacant position</u>.*