



New York City Transit

# Notice of Examination

## Maintainer's Helper - Group B ((Auto Mechanic Helper)), Exam No. 4628

### Application Deadline:

June 15, 2024

### Type of Test:

Multiple-Choice Test

### Application Fee:

\$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

### Multiple-Choice Test Date:

(subject to change)

Saturday, August 3, 2024 or  
Sunday, August 4, 2024

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

### JOB DESCRIPTION

**Maintainer's Helpers - Group B**, under direct supervision, assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other automotive electro-mechanical equipment. They clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand trucks and conveyors; remove and replace worn bearing races; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiator and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive buses and trucks; and perform related work.

Some of the physical activities Maintainer's Helpers - Group B perform and environmental conditions they experience are: working outdoors in all weather conditions; walking on slippery surfaces while washing parts; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves or a face mask while using sandblasting equipment; using both hands to work overhead for extended periods of time; responding to audible signals, such as alarms, bells, horns and whistles; responding to visual signals, including distinguishing colored lights; and lifting heavy equipment and moving it manually.

**Special Working Conditions:** Maintainer's Helpers - Group B 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

## SALARY AND BENEFITS

The current minimum salary for Maintainer's Helper - Group B is \$24.28 per hour for a 40-hour work week increasing to \$34.69 per hour in the sixth year of service. These rates are 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.

## HOW TO QUALIFY

**Experience Requirements** must be met by the **last day of the Application Period**. **Education Requirements** must be met by **June 30, 2024**:

1. Four years of satisfactory full-time experience as a helper or trainee assisting in the performance of inspection, installation, alteration, maintenance, testing or repair of bus, truck, automotive or aircraft electro-mechanical components, such as bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or
2. Graduation from a vocational high school with a major course of study in automotive maintenance, or a closely related field; or
3. Graduation from a recognized trade school or technical school with a major course of study in auto-mechanics, or a closely related field, totaling at least 600 hours; or
4. An associate degree or higher from an accredited college or university in auto-mechanics or a closely related field; or
5. A four-year high school diploma or its educational equivalent, **plus** three years of full-time experience as described in "1" above.

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

The high school, 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 for Higher Education Accreditation (CHEA).

**Test Site Education and Experience Response Form:** On the date of the multiple-choice test, you will be required to document that you met the education and experience requirements by the end of the application 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 multiple-choice test before we verify your qualifications. You are responsible for determining whether 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, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

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

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

## THE TEST

You will be given a multiple-choice test. A score of at least 65% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the 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 Test Accommodations" subsection 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 multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **Automotive Theory:** Knowledge of the safe maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories.
  - Example: *Using insulated tools when maintaining and troubleshooting electrically charged components.*
- **Inductive Reasoning:** Ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions.
  - Example: *Determining the action that must be taken based on a combination of observations and information from a piece of equipment's manual.*
- **Information Ordering:** The ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
  - Example: *Following the step-by-step instructions of a pre-trip inspection of a bus.*
- **Meter Usage:** The ability to utilize an electrical meter to troubleshoot a circuit, component and/or piece of equipment.
  - Example: *Using a multimeter to determine if a fuse is blown.*
- **Mechanical Aptitude:** The ability to understand and apply mechanical concepts and principles to solve problems.
  - Example: *Understanding that the car needs fuel when the fuel gauge is near empty.*

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

## HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to [examsunit@nyct.com](mailto:examsunit@nyct.com) during the application period. 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 Test Accommodations" subsection below.

## HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

### 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 MTA Business Service Center (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 the latest version of Microsoft Edge, 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).

**IMPORTANT:** If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by July 1, 2024, you must submit documentation supporting your fee waiver request by mail to Maintainer's Helper - Group B, Exam No. 4628, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period.

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 "MTANYCT 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).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

Note: If you have trouble paying the application fee after submitting your online application, please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Online Payment Tutorial.

**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](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](mailto:examsmakeups@nyct.com) or mailed to the address in the "Correspondence" section below.

**Special Test Accommodations**: If you plan to request an alternate test date due to your religious observance or special test 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](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 the multiple-choice testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the multiple-choice testing is expected to begin.

**Make-Up Tests**: You may apply for a make-up test if you cannot take the multiple-choice 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, parent-in-law, 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; or
7. Pregnancy, childbirth or a related medical condition.

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](mailto:examsmakeups@nyct.com) or by mail to the address in the "Correspondence" section below as soon as possible.

**Late Filing For MTA New York City Transit Provisional Employees**: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

- are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

## 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](mailto:examsunit@nyct.com) with the subject "Contact Info Update;" or
2. Mail your request to the address at the end of this section.

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 employees, MTA New York City Transit Employees, and employees of other MTA related agencies must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the "BSC."**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include "Maintainer's Helper - Group B, Exam No. 4628" in the Subject. Alternatively, you can mail your correspondence to the following address:

Maintainer's Helper - Group B, Exam No. 4628  
MTA New York City Transit  
149 Pierrepont Street  
Brooklyn, NY 11201  
Attn: Exam Administration, 3rd Floor, Room 3.600

## TEST SITE REQUIREMENTS

**Admission Letter:** An Admission Letter will be mailed to you at least 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](mailto: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.

You are also not permitted to use on site any medical assistive devices, including those that give notification or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com).

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

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

**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 competitive multiple-choice test, your name will be placed on an eligible list 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.

## REQUIREMENTS TO BE APPOINTED

**Driver License Requirement:** At the time of appointment, you must possess either:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions that would preclude the performance of the duties of this title; or
2. A Motor Vehicle Driver License valid in the State of New York.

If you qualify under "2" above, your appointment will be subject to the receipt of

- a Learner Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no airbrake restrictions, or any other disqualifying restrictions within 14 days of appointment; and
- a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions, and no other disqualifying restrictions within 120 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension, or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license must not include any restrictions which would preclude the performance of Maintainer's Helper - Group B work.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard :** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

**Medical Requirement:** Medical guidelines have been established for the position of Maintainer's Helper - Group B . You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: May 1, 2024

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**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.

### **ADDITIONAL INFORMATION**

**Training:** You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

**Probationary Period:** You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

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

### **PENALTY FOR MISREPRESENTATION**

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