



New York City Transit

# Notice of Examination

## Bus Maintainer - Group A ((Auto Body Technician)), Exam No. 9620

**Application Deadline:**

March 5, 2019

**Types of Tests:**

Practical Skills & Safety Proficiency  
Assessment

**Application Fee:**

\$82.00

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

Expected to begin on June 19, 2019

The eligible list resulting from this examination may also be used to fill vacancies in the title of Car Maintainer – Group C. Eligible candidates who accept or decline appointment either as a Bus Maintainer - Group A or as a Car Maintainer – Group C will have their name removed from the eligible list.

### JOB DESCRIPTION

**Bus Maintainers – Group A**, under supervision, maintain, install, inspect, test, alter and repair the bodies and related mechanical, structural, and electrical equipment of buses and other automotive vehicles, including servicing, repairing and installing doors, seats, windows, framing, sheeting, hand bars, signs, floors, radiators, heat exchangers, bumpers, light fixtures and headlights; make and repair sheet metal or fiberglass body sections and structural members of buses using such tools and machines as are necessary; weld bus bodies and parts; disassemble bus bodies and parts using burning equipment; prepare vehicle bodies for painting; sand as necessary; spray and brush paint bus, truck and automobile bodies; manually and electronically document work activities; read and interpret technical documents, diagrams, and schematics; drive motor vehicles and operate machinery; and perform related work.

Some of the physical activities performed by Bus Maintainers – Group A and environmental conditions experienced are: crawling under buses and working in confined spaces; getting out of the way of moving buses and overhead cranes; distinguishing colors when mixing and matching paints; climbing and descending ladders; wearing goggles, gloves or respirators when required; 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 and carrying heavy tools and equipment.

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## JOB DESCRIPTION (Continued)

**Car Maintainers – Group C**, under supervision, paint the insides and outsides of Transit Authority car equipment. They do all coats of hand and/or spray painting of car equipment; file and prime surfaces; match colors and mix paint; uses tools and equipment; keep records; and perform related work.

**Special Working Conditions:** Bus Maintainers - Group A and Car Maintainers – Group C may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of these positions.)

## SALARY AND BENEFITS

The current minimum salary for Bus Maintainer – Group A is \$30.8124 per hour for a 40-hour week, increasing to \$36.2499 in the sixth year of service. The current minimum salary for Car Maintainer – Group C is \$32.1731 per hour for a 40-hour week, increasing to \$37.8507 in the sixth year of service. These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend salary differentials, paid holidays, vacations, sick leave, a comprehensive medical plan, and a pension plan.

## HOW TO QUALIFY

**Education and Experience Requirements:** By the **last day of the Application Period**, you must meet the following requirements:

1. Four years of full-time, satisfactory experience as a journey-level mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) performing collision work, body and fender work, and automotive welding on passenger automobiles, trucks, or buses; or performing air frame repair; or
2. Three 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 as a mechanic’s helper, apprentice, or trainee performing or assisting in the work described above; or
  - B. Graduation from a vocational high school with a major course of study in auto body and collision repair, auto mechanics or a closely related field; or
  - C. Graduation from a trade school or technical school with a major course of study in auto body and collision repair, auto mechanics, or a closely related field, totaling 600 hours; or
  - D. An AAS degree or higher in auto body and collision repair, auto mechanics or a closely related field, from an accredited college or university.

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 of Higher Education Accreditation (CHEA).

**The following types of experience are not acceptable:** automotive engine and transmission mechanic; automobile or truck assembly line mechanic; dealership make-ready mechanic; gas station attendant; specialty replacement shop mechanic; salvage and junkyard mechanic; sheet metal worker; iron worker; and similar positions.

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**HOW TO QUALIFY (Continued)**

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the tests before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your *Application* fee will **not** be refunded and you will **not** receive a score.

**REQUIREMENTS TO BE APPOINTED**

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

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no 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 and a Learner Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

If you are appointed under "2" above, you must obtain the Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions during a six-week training program in bus operation. If you fail to successfully complete this program and fail to obtain the Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions, your employment will be terminated or you will be returned to your previously held permanent title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Bus Maintainer - Group A 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 positions of Bus Maintainer - Group A and Car Maintainer – Group C. You will be examined to determine whether you can perform the essential functions of the positions. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the job.

**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 these positions.

**English Requirement:** You must be able to understand and be understood in English.

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## REQUIREMENTS TO BE APPOINTED (Continued)

**Proof of Identity:** Under the Immigration and Reform 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 obtain an *Application* for this examination online at <http://mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

**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. The MTA Exam Information Center will be closed on Monday, February 18, 2019, in observance of Presidents Day.

## REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. 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.
3. **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. When you contact the evaluation service, ask for a “document-by-document” (general) evaluation of your foreign education.

## 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.

### Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
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.
7. You will be sent a confirmation email after you submit payment for the application fee.

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

Save your confirmation numbers for future reference and proof of filing an *Application*.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

**Application Fee:** This fee is generally non-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 one. You can refer to the bottom of the last page of this 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 practical skills 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.

## THE TEST

The test will consist of a competitive practical skills test and a qualifying safety proficiency assessment. The competitive practical skills test will be given on one of the dates that are stated on the first page. The qualifying safety proficiency assessment will be administered either before or on the same day as your practical skills test. A score of at least 70% is required to pass each test. Your score on the competitive practical skills test will be used to determine your place on the eligible list.

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 competitive practical skills test will measure your ability to maintain and repair bodies, undercarriages, and associated components of buses, automobiles, and trucks, and may include: body sheeting repair, preparation, and painting; the proper use and selection of tools, machinery, and materials; fabrication and welding; reading and interpreting specifications and drawings; relevant mathematical calculations; and other related areas.

The qualifying safety proficiency assessment will be administered either before or the same day as your practical skills test. A score of 70% is required to pass the qualifying safety proficiency assessment. In the qualifying safety proficiency assessment, you may be required to demonstrate the following abilities:

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## THE TEST (Continued)

**Oral Comprehension** – The ability to understand spoken English words and sentences

**Oral Expression** – The ability to use English words or sentences in speaking so others will understand

**Written Comprehension** – The ability to understand written sentences and paragraphs

**Written Expression** – The ability to use English words or sentences in writing so others will understand

## 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 not permitted. 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's 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.

**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 practical skills test and qualifying safety proficiency assessment, 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. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible test.

## ADDITIONAL INFORMATION

**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 with the MTA New York City Transit.

**Training:** Candidates hired as Bus Maintainer – Group A will be required to complete and pass all parts of a training course in bus maintenance operations as a condition of passing probation. If you do not successfully complete this training course, you will be terminated.

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## 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 practical skills test 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.

## 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:

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:

Bus Maintainer - Group A, Exam No. 9620  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

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**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. 92515; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions  
Title Code No. 91810 (Car Maintainer- Group C)  
The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions

**Filing Opened:** February 13, 2019