



New York City Transit

Notice of Examination

Bus Maintainer – Group B

Exam # 8614

Application Deadline:

April 24, 2018

Types of Tests:

Multiple-choice & Practical Skills Tests

Application Fee:

\$82.00

Multiple-Choice Test Date:

(subject to change)

Saturday, August 18, 2018

Sunday, August 19, 2018

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

JOB DESCRIPTION

Bus Maintainers – Group B, under supervision, maintain, inspect, test, diagnose, alter, rebuild and repair the electrical, electronic, mechanical, hydraulic, pneumatic and air conditioning equipment of MTA New York City Transit's buses, trucks and other motor vehicles. They inspect, test, alter and repair diesel and gasoline engines, hybrid natural gas/electric engines/motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories, align, adjust and/or repair wheels, steering equipment and suspension systems; reline and adjust brakes and clutches; diagnose and repair modular automotive multiplex systems; operate power machine tools and portable power tools; use electronic diagnostic tools; use hand tools; record data and keep records; use computerized equipment; drive motor vehicles; may travel for training and vehicle inspection functions; and perform related work.

Some of the physical activities performed by Bus Maintainers – Group B and environmental conditions experienced are: crawling under buses and working in confined areas; lifting and carrying heavy equipment; moving out of the way of moving buses and overhead cranes; manually removing and installing parts and bolts in confined areas; making visual inspections of equipment; distinguishing colors; reading gauges and prints; responding to sounds from warning bells, horns and vehicle movement; and working outdoors in all weather conditions.

Mechanical Maintainers – Group C, under supervision, maintain, install, inspect, test, alter, and repair shop equipment and machinery in MTA New York City Transit's bus shops. They maintain, install inspect, test, alter, and repair electro-mechanical, hydraulic, and pneumatic equipment and machinery, including cranes, forklifts, bus lifts, paint booths, pressure washers, overhead doors, and machine shop equipment; drive trucks, keep records, and perform related work

Some of the physical activities performed by Mechanical Maintainers – Group C and the environmental conditions experienced are: crouching under equipment and machinery; making visual and tactile inspections of equipment;

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JOB DESCRIPTION (continued)

reading gauges and drawings; climbing into and out of maintenance pits; working in confined spaces; climbing ladders and structures; operating lifts and overhead machinery and cranes; welding; using hand and power tools; hearing warnings (verbal, horns, bells); carrying heavy tools and equipment; and working outdoors in all weather conditions.

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

(These brief descriptions do not include all of the duties of these positions.)

SALARY AND BENEFITS

The current minimum salary for Bus Maintainer – Group B is \$30.8124 per hour for a 40-hour week, with an increase to \$36.2499 in the sixth year. The current minimum salary for Mechanical Maintainer – Group C is \$30.8124 per hour for a 40-hour week, with an increase to \$36.2499 in the sixth year. 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 one of the requirements in “1” or “2”:

1. Four years of full-time satisfactory experience as a journey-level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient, and competent mechanic) repairing passenger automobiles, trucks, buses, or aircraft; or
2. Three years of full-time satisfactory experience at the journey-level as described in paragraph “1” above, plus the 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 recognized trade school or technical school with a major course of study in automotive mechanics or a closely related field, totaling 600 hours; or
 - C. Graduation from a vocational high school with a major course of study in automotive mechanics, or a closely related field; or
 - D. Graduation from an accredited college or university with an associate’s degree or higher with a major course of study in automotive mechanics or a closely related field.

Vocational high school, trade school or technical school education must be approved by a State’s Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, 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).

Qualifying part-time experience will be credited on a pro-rated basis.

The following types of experience are not acceptable: auto body and fender repair; auto or truck assembly; dealership make-ready repair; fuel, oil and lube servicing; vehicle inspection; exclusive specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), glass, climate control parts, etc.; and salvage and junkyard extraction.

You may be given the multiple-choice and practical skills tests before we review 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.

REQUIREMENTS TO BE APPOINTED**Driver License Requirement:**

Bus Maintainers – Group B: 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.
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 qualify under “2” above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions at the end of a special training course in bus operation.

If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, you will be terminated. If you have serious moving violations, license suspensions or an accident record you may be disqualified.

The Class B CDL, as described above, 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 B work.

Mechanical Maintainers – Group C: 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 no disqualifying restrictions that would preclude the performance of the duties of this title.
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 no disqualifying restrictions.

If you qualify under “2” above, you must meet the following conditions or your employment will be terminated:

1. You must pass a special training course in truck operation offered by MTA New York City Transit; and
2. You must receive a Class B CDL valid in the State of New York with no disqualifying restrictions within six months of your appointment.

The Class B CDL, as described above, must be maintained for the duration of your employment. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Mechanical Maintainer – Group C work. If you have any serious moving violations, license suspension, or an accident record, you may be disqualified.

Medical Requirement: Medical guidelines have been established for the positions of Bus Maintainer – Group B and Mechanical Maintainer – Group C. You will be examined to determine whether you can perform the essential functions of the positions of Bus Maintainer – Group B and Mechanical Maintainer – Group C. 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 perform the essential functions of the job.

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REQUIREMENTS TO BE APPOINTED (continued)

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) process required by federal law in order to be appointed to these safety-sensitive positions.

Residency: New York City residency is not required for these positions.

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 obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below:

MTA New York City Transit 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 G train to the Hoyt Street Station.

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, **you must apply by mail.**

MTA New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence Section" of this notice.
4. Include the appropriate fee in the form of a money order.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (continued)

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

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) 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 this Notice of Examination for instructions on how to obtain a copy of the DCAS 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 New York City Transit Exam Information Center as indicated below 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 requesting an application fee waiver is available with the *Application*.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical test will determine 100% of your final score.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit 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 multiple-choice test may include questions on the maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories; proper selection and use of materials, machinery and tools of the trade; safe and efficient work practices; reading and interpreting specifications and drawings; related mathematical calculations; record keeping; and other related areas.

The competitive practical skills test may be designed to measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

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

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TEST ADMINISTRATION GUIDELINES (continued)

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 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 inside 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, 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 qualifying education and experience requirements and pass the qualifying multiple-choice 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.

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 beliefs, 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 scheduled test date.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the scheduled test 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 following 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 within 90 days following termination of your military duty.

ADDITIONAL INFORMATION

Promotional 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.

Training: Candidates hired as Bus Maintainer – Group B 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.

CORRESPONDENCE

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, 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 with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone number, mailing address and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at www.mymta.info**

If you are a current MTA employee, all changes to your employee contact information must 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 B, Exam No. 8614
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.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 92516 (Bus Maintainer – Group B) and 90728 (Mechanical Maintainer – Group C)
The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
Filing Opened: April 4, 2018