



New York City Transit

## Notice of Examination

### Car Maintainer – Group B, Exam No. 9607

**Application Deadline:**

November 27, 2018

**Types of Tests:**

Qualifying Multiple-Choice Test &  
Competitive Practical Skills Test

**Application Fee:**

\$82.00

**Qualifying Multiple-Choice Test Dates:**  
(subject to change)

Saturday, March 9, 2019 or  
Sunday, March 10, 2019

#### JOB DESCRIPTION

**Car Maintainers – Group B**, under supervision, perform machine shop work related to the maintenance, alteration and repair of subway cars. They operate lathes, milling machines, boring mills, shapers, drill presses and surface grinders; machine wheel seats on subway car axles; bore subway car wheels to fit axle seats; recondition journal bearings; cut new teeth for gear blank; cut internal and external threads; make complex machined parts; drill holes; grind metal surfaces; keep records; may be assigned to inspect new equipment and material at manufacturing plants; and perform related work.

Some of the physical activities performed by Car Maintainers – Group B, and environmental conditions experienced are: lifting and carrying heavy supplies, equipment and material; reading gauges, blueprints and drawings; using power-operated and computerized machinery; distinguishing color-coded lights on such machinery; hearing warning signals and bells; using hand tools and operating machine-shop machinery requiring finger-dexterity; and working on or near tracks where live high-voltage equipment is present.

**Special Working Conditions:** Car Maintainers – 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).

#### SALARY AND BENEFITS

The current minimum salary for Car Maintainer – Group B is \$32.1731 per hour for a 40 hour week, increasing to \$37.850 per hour beginning in the sixth year of service. These rates are subject to

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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

**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 machinist in a machine shop, performing machine and bench work, including experience on the lathe, milling machine, surface grinder, shaper, boring mill and drill press; or
2. Three years of full-time satisfactory experience as a journey-level machinist in a machine shop performing machine and bench work, including experience on the lathe, milling machine, surface grinder, shaper, boring mill and drill press, preceded by one of the following:
  - A) Two years of full-time satisfactory experience as a machinist's helper; or
  - B) Graduation from a recognized trade school or technical school with a major course of study in machine shop technology and tools or a closely related field totaling 600 hours or more; or
  - C) Graduation from a vocational high school with a major course of study in machine shop technology and tools or a closely related field; or
  - D) An associate degree, or a higher degree, from an accredited college or university with a major course of study in machine shop technology and tools or a closely related field; or
3. Completion of a four-year full time apprenticeship in the machinist trade recognized by the New York State Department of Labor, U.S. Department of Labor or any state apprenticeship council, which is recognized by the U.S. Department of Labor.

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).

**Note: CNC (Computer Numerical Control) Machine Operator experience does not qualify. You may not use it to meet the minimum qualifications requirement.**

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the test 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

**Medical Requirement:** Medical guidelines have been established for the position of Car Maintainer – 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 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) process required by federal law in order to be appointed to this safety-sensitive position.

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

## **REQUIREMENTS TO BE APPOINTED (Continued)**

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

**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, November 12, 2018 in observance of the Veteran's Day holiday, and Thursday, November 22, 2018 and Friday, November 23, 2018 in observance of the Thanksgiving holiday.

## **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 the 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 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.

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**.

The 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*.

## 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**.

## ADMISSION LETTER OR NOT QUALIFIED LETTER

An **Admission Letter** will be mailed to you about 10 days before the first date of the Multiple - Choice test. If you are qualified and do not receive an *Admission Letter* at least 4 days before the first date of the Multiple- Choice test, 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.

If your official mailing address is **not** up to date, please refer to the Correspondence section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

## 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. Your score on this test will determine your place on the eligible list.

Veteran's or Disabled Veteran's 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.

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## THE TEST (Continued)

The qualifying multiple-choice test may include questions on: machine shop machinery, including lathes, milling machines, boring mills, shapers, drill presses and surface grinders; various machinist tools, including measuring devices such as micrometers, pyrometers and dial indicators; reading and interpreting blueprints and technical drawings, job related mathematics; safe work practices and procedures; and other related matters.

The competitive practical skills test will require you to perform machine and bench work tasks while demonstrating safe and proper use of hand tools and machinery.

## 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's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID 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. 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.

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**ADDITIONAL INFORMATION (Continued)**

**Selective Certification for Education and Special Experience:** If you have the experience listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you have experience as listed below, your experience will be verified by MTA New York City Transit at the time of appointment.

**Selective Certification for positions requiring CNC (Computer Numerical Control) Machine Operator experience:** In addition to meeting the education and experience requirements in the “How to Qualify” section above, you must have two years of CNC (Computer Numerical Control) Machine Operator experience.

The above Selective Certification requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the correspondence section below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

**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 test(s) on the scheduled date(s) 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 Examinations Unit. 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 may

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## **CORRESPONDENCE (Continued)**

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.

**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:

Car Maintainer- Group B, Exam No. 9607  
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.

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