

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Amended

Cleaner/Maintainer's Helper, Exam No. 7103

Application Deadline: January 24, 2017

Application Fee: \$47.00

Test Date: August 5, 2017

Type of Test: Written Multiple-Choice

YOU MUST HAVE AUTOMOTIVE MAINTENANCE EDUCATION AND/OR EXPERIENCE TO QUALIFY FOR THIS POSITION. Read the "How to Qualify" section below carefully before applying.

This Notice of Examination is amended to include a Written Multiple-Choice test and to set the test date for August 5, 2017.

JOB DESCRIPTION:

Cleaner/Maintainer's Helpers clean, sweep and wash buses, depots, garages, shops and other MaBSTOA facilities; move refuse containers, pallets and other items using forklifts; and perform related work. Cleaner/Maintainer's Helpers may be temporarily assigned to perform the duties of a Maintainer's Helper.

Cleaner/Maintainer's Helpers may be promoted to the title of Maintainer's Helper, in seniority order without further examination.

Maintainer's Helpers assist in the maintenance, installation, inspection, testing, alteration and repair of buses and electromechanical equipment; clean and lubricate bus parts and equipment using forklifts, hi-los, hoists, hand-trucks and conveyors; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiators and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive/move buses and trucks; and perform related work.

Some of the physical activities performed and environmental conditions experienced are: working outdoors in all weather conditions; walking on slippery surfaces; reading gauges in dimly-lit areas; climbing and descending ladders; wearing goggles, gloves and a face mask; using both hands to work overhead for extended periods of time; responding to audible signals (i.e. alarms, bells, horns, whistles); responding to visual signals; distinguishing colors; using manual equipment; and lifting and carrying heavy equipment.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Cleaner/Maintainer's Helpers will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

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SALARY AND BENEFITS:

The current appointment rate for Cleaner/Maintainer's Helper is \$16.4914 per hour for a 40-hour week with increments to \$27.4856 after five years. These rates are subject to change. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health and pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: By June 30, 2017 you must have:

1. Two years of full-time experience performing or assisting in the performance of inspection, installation, alteration, maintenance, testing or repair of bus, truck, automotive or aircraft electro-mechanical components including bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or
2. Graduated from a vocational high school with a major course of study in automotive maintenance, or a closely related field. This school must be approved by a state's Department of Education or comparable agency; or
3. Graduated 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. This school must be approved by a state's Department of Education or comparable agency; or
4. An A.A.S. degree or higher from an accredited college or university in auto-mechanics or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Secretary of Education or by the Council for Higher Education Accreditation (CHEA).

You are responsible for determining whether or not 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: A motor vehicle driver license valid in the State of New York is required at the time of appointment.

In addition, those appointed must possess, upon the completion of a three-week induction training program, either

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

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REQUIREMENTS TO BE APPOINTED (Continued)

If you qualify under "1" above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with passenger endorsement and no disqualifying restrictions at the end of the training course in bus operation. If you fail to successfully complete this training, including the receipt of the Class B CDL as indicated above, you may be terminated.

If you have serious moving violations, a license suspension or an accident record you may be disqualified.

The above license must be maintained for the duration of your employment.

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.

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

Medical Requirements: Medical guidelines have been established for the position of Cleaner/Maintainer's Helper. You will be examined to determine whether you can perform the essential functions of these 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 these positions.

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/MaBSTOA.

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

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 5 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 or 3 train to the Hoyt Street Station. The Exam Center will be closed on January 16, 2017 for Martin Luther King Day.

REQUIRED FORMS:

1. **Application:** Make sure that you follow all instructions with your *Application*, including payment of fee. Save a copy of the instructions for future reference.

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Filing Period Opened: January 6, 2017

REQUIRED FORMS (Continued)

2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each 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** as indicated below. New York City Transit will **not** accept *Applications* in person.

Applications by Mail must:

1. Include all 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.

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.
4. Include the appropriate fee in the form of a money order.

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 would like to request a Fee Waiver must submit an application by mail 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.

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Filing Period Opened: January, 6, 2017

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:

The multiple-choice test may include questions on: proper selection and use of tools and equipment of the automotive trade; reading and understanding written material such as bulletins, manuals and labels; reading meters and performing basic shop mathematics; understanding basic automotive and mechanical theory; knowledge of safe work practices and procedures; and other related areas.

THE TEST RESULTS:

If you meet the qualification requirements and pass the multiple-choice test, your name will be placed in final order on an eligible list and you will be given a list number. You will be notified by mail of your results. As vacancies occur, you will be considered for appointment.

CORRESPONDENCE SECTION:

All other correspondence must be sent to the following address:

Cleaner/Maintainer's Helper, Exam No. 7103
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 New York City Transit apply to this examination and are part of this Notice of Examination. Copies are available at New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY11201.

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