



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Cleaner/Maintainer's Helper (*Auto Mechanic's Helper*), Exam No. 9101

Application Deadline:

August 28, 2018

Type of Test:

Multiple-Choice

Application Fee:

\$54.00

Test Date(s): (subject to change)

Saturday, January 26, 2019 or
Sunday, January 27, 2019

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. (continued)

JOB DESCRIPTION (Continued)

Special Working Conditions: Cleaner/Maintainer's Helpers 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 Cleaner/Maintainer's Helper is \$17.32 per hour for a 40-hour work week increasing to \$28.87 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

Education and Experience Requirements: By **January 26, 2019** you must meet the following requirements:

1. Two years of full-time experience performing or assisting in the performance of inspections, installations, alterations, maintenance, testing or repairs 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. Graduation from a vocation 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. Graduation from a recognized trade school or technical school with a major course of study in automotive 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.S.S. degree or higher from an accredited college of university in automotive mechanics or a closely related field.

Vocational high school, or technical or trade 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 of Higher Education Accreditation (CHEA).

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 services that are approved to make this evaluation, as well as instructions on how to submit this education evaluated to determine its equivalence to education obtained in the United States. The 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. (continued)

HOW TO QUALIFY (Continued)

You will be required to indicate if you met the education and experience on the date that you are scheduled to take the multiple-choice test. You may also be required to complete additional forms in regards to your education and experience at the time of appointment. You will be given the multiple-choice test before we verify your qualifications for this examination. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *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 TO THE TITLE OF CLEANER

Medical Requirement: 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 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.

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

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 MaBSTOA.

Character Requirement: Proof of good character and satisfactory background are absolute prerequisites to appointment. The following are some of the factors considered as grounds for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated convictions where such convictions indicate a disrespect for the law; (c) discharge from employment where such discharge indicates poor behavior or an inability to follow rules and disciplinary guidelines; (d) previous unsatisfactory employment history with the Metropolitan Transportation Authority (MTA), or another public employer; (e) dishonorable discharge from the Armed Forces; (f) previous misrepresentation of identity; and (g) previous misrepresentation of authority to work in the United States.

REQUIREMENTS TO BE PROMOTED TO THE TITLE OF MAINTAINER'S HELPER

If you are considered for promotion to the title of Maintainer's Helper, you must meet the requirements in "1" or "2" below at the time of consideration for promotion.

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions with proof of residency for the state in which the license was issued; or (continued)

REQUIREMENTS TO BE PROMOTED TO THE TITLE OF MAINTAINER'S HELPER (Continued)

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 with proof of residency for the state in which the license was issued.

If you qualify under "2" above, your promotion 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 with proof of residency for the state in which the license was issued, your employment will be terminated.

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.

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.

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 by the last day of the application period.

Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. A major credit card or a bank card associated with a bank account must be used when applying online.
3. You will be given a confirmation number after you submit your *Application* and pay the application fee. Applicants who request a fee waiver must apply by mail.

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.

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

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: August 8, 2018

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 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**.

MaBSTOA will not accept applications in person. Additional information on how to request an application fee waiver is available with the *Application*.

MTA Exam Information Center: Open Monday through Friday, from 9 AM to 3 PM, in the lobby of 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 trains to the Hoyt Street Station.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 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 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.

THE TEST

You will be given a competitive multiple choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

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.

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 testing site 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.

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TEST ADMINISTRATION GUIDELINES (Continued)

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 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 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.

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 Multiple-Choice 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 such applicant is 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 or MTA;
4. Absence due to ordered military duty;
5. A clear error for which MaBSTOA or 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 following termination of your military duty.

CORRESPONDENCE

Change of Contact Information: It is critical that you promptly notify MaBSTOA 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, you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at 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 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:

Cleaner/Maintainer's Helper, Exam No. 9101
MTA New York City Transit Examinations Unit
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.

MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and for seniority ratings, as described above.

NYCT/MaBSTOA/ MTA Personnel Testing, Selection & Classifications Unit
Title Code No. M8201

Filing Opened: August 8, 2018