

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Plant & Equipment Maintainer, Exam No. 7100

Application Deadline: July 26, 2016

Types of Test: Practical Skills

Application Fee: \$68.00

Test Date: Starting on November 8, 2016

This is **not** a New York City Transit position. This is **not** a Civil Service position.

JOB DESCRIPTION:

Under supervision, Plant and Equipment Maintainers perform general facility/building maintenance work at MaBSTOA bus depots, repair shops, buildings and facilities. They install, inspect, test, repair and maintain electrical, plumbing, air conditioning heating, carpentry, masonry, fire suppression and bus wash/lift/fuel systems; change filters; paint; repair flooring; and walls; keep records; prepare reports and perform related work.

Some of the physical activities performed and environmental conditions experienced are: driving, loading and unloading light utility trucks, operating fork and platform lifts, lifting heavy equipment weighting up to 75 pounds, lifting heavy equipment overhead, climbing and descending ladders, working at heights up to 50 feet, using hand and power tools, working on rooftops, crouching and kneeling to reach equipment being repaired, making visual inspections of equipment, distinguishing color-coded wiring, reading blueprints and schematics and working outside in all weather conditions.

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

SALARY AND BENEFITS:

The current appointment rate is \$30.1777 per hour for a 40-hour work with increments to \$35.5032 after five years. In addition, incumbents receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and pension plan.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. Three years of full-time satisfactory experience as a maintenance mechanic, repairperson, or building superintendent performing the installation, inspection, testing, repair and maintenance of electrical, plumbing, heating, air conditioning, fire suppression, carpentry and masonry components and systems in residential or commercial buildings and facilities; or

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Filing Period Opened: July 6, 2016

HOW TO QUALIFY: (Continued)

2. At least two years of the experience as described in “1” above, plus; graduation from a recognized trade school, technical school, vocational high school, or community college with a major sequence of courses in either the electrical, mechanical, plumbing, heating, air conditioning, carpentry, or related trades.

You may be given the test 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:**

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions, with proof of residence from the state in which that license was issued; or
2. A Motor Vehicle Driver License valid in the state of New York and a Learner’s Permit for a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

If you have serious moving violations, license suspension or an accident record you may be disqualified. The Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of employment.

Drug Screening Requirement: you must pass a drug screening to be appointed.

English Requirement: Candidates 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.

HOW TO OBTAIN AN APPLICATION:

During the application period, you may obtain an application for this examination online at www.mtabsc.info/portal 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.

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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.
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. New York City Transit will not accept *Applications* in person.

Application by Mail must:

1. Include 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. You will be sent a confirmation email after you complete your application and pay the application fee.

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

ADMISSION LETTER:

You should receive an *Admission Letter* in the mail about 10 days before the start date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before the test start 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 practical skills test. A score of 70 is required to pass. Your score on the practical skills test will determine 100% of your final score. Only those candidates who are found qualified on the education and experience requirements will be summoned to take the competitive practical skills test.

The competitive practical skills test is designed to measure the candidate’s knowledge of the operation, maintenance, repair or construction of electrical, plumbing, air conditioning, heating, carpentry and masonry systems or components and knowledge of safe work practices.

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TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, 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.

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 practical skills 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.

Proof of Identification: At the time of the qualifying practical skills test, candidates must present one (1) form of valid (non-expired) signature and photo-bearing ID such as; a driver license, passport, or a picture ID card issued by the Department of Motor Vehicles, current employer, branch of the US military, a recognized college or other learning institution or a banking institution.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the 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 requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. The eligible list for this exam may remain in effect up to four years from the date it is established.

SPECIAL ARRANGEMENTS:**Make-up Test:**

You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness;
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty;
5. A clear error for which MTA NYC 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 and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or within 90 days of the expiration of ordered military duty.

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 scheduled test date.

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CORRESPONDENCE SECTION:

All other correspondence must be sent to the following address:

Plant and Equipment Maintainer, Exam No. 7100
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.

**MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICTLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.
NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT**