

# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Notice of Examination

### Plant & Equipment Maintainer, (Masonry) Exam No. 7101

**Application Deadline:** November 22, 2016

**Types of Test:** Practical Skills

**Application Fee:** \$68.00

**Test Date:** Starting on March 13, 2017

(subject to change)

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

#### **JOB DESCRIPTION:**

Under supervision, Plant and Equipment Maintainers (Masonry) perform general masonry work in MaBSTOA bus depots, buildings and facilities. They construct forms for concrete slabs, platforms and foundations; install and repair cement blocks, ceramic tile and cement sidewalks and floors; install and repair gratings, ducts, manholes, drains, sewers and fences; mix mortar and concrete; load and unload vehicles; keep records; prepare reports; drive motor vehicles to and from work sites; perform related work.

Some of the physical activities performed and environmental conditions experienced are: crouching while working in confined spaces; climbing ladders, platform and scaffolds; working in dimly lit areas; using hand and power tools; carrying heavy tools and equipment and working outdoors 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.)

**Special Working Conditions:** Plant and Equipment Maintainers (Masonry) may be required to work various shifts, including nights, Saturday, Sundays and holidays.

#### **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 health 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 at the journey-level as a mason (i.e., fully-trained, knowledgeable, experienced, proficient and competent mason) or closely related trade, such as bricklaying, plastering, tile setting or mosaic and terrazzo work; or
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 course of study in masonry or closely-related trades.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Filing Period Opened: November 2, 2016**

**HOW TO QUALIFY (Continued)**

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:** At the time of appointment, you must possess a Motor Vehicle Driver License valid in the state of New York with no restrictions that would preclude the performance of the duties of this title. If you have moving violations, license suspension, or an accident record you may be disqualified. This license must be maintained for the duration of your employment in this title.

**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.

**Probationary Period:** Each appointee will be required to successfully complete a six-month probationary period.

**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 November 11, 2016 for Veterans' 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.
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.

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**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.

**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.

**The Money Order (Postal Money Order Preferred) must:**

1. Be made payable to NYC 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.**

**ADMISSION LETTER:**

An *Admission Letter* or *Not Qualified Letter* will be mailed to you about 10 days before the first date of the practical skills 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 practical skills test. A score of at least 70 is required to pass the practical skills test. Your score on this test will determine your place on the eligible list. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYCT/MaBSTOA Examinations Section.

The competitive practical skills test is designed to measure the candidate’s knowledge of the masonry trade. This test may include tasks related to masonry work; selection and use tools and materials of the trade; safe and proper work practices; erecting cinder and cement blocks; setting ceramic tiles; mixing concrete and mortar; pouring concrete; installing a cement sidewalk slab; basic arithmetic calculation related to the masonry trade; and other related areas.

**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. 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.

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Filing Period Opened: November 2, 2016

**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 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 practical skills test. If you leave the test site after being fingerprinted, but before completing 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 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 4 years from the date it is established.

**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 scheduled test date.

**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 one week of your scheduled test date or within 90 days following termination of ordered military duty.

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**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), 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 <http://www.mymta.info>.

**CORRESPONDENCE SECTION:**

All other correspondence must be sent to the following address:

Plant and Equipment Maintainer, (Masonry) Exam No. 7101  
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.