



Bus Company

Notice of Examination

Amended Notice – January 19, 2021

Cleaner/Maintainer’s Helper ((Mechanic’s Helper)), Exam No. 0304

Application Deadline:

January 28, 2020

Type of Test:

Education and Experience Test

Application Fee:

\$54.00

Test Date: (subject to change)

See “The Test” section below

This Notice of Examination was amended on January 19, 2021 to add a competitive education and experience test, and to change the multiple-choice test to a qualifying assessment to be administered prior to consideration for appointment. As a result, information originally contained in the following sections was either removed or updated: “How To Qualify,” “Requirements To Be Appointed,” “How To Obtain An Application,” “How To Submit The Application When Requesting A Fee Waiver,” “Admission Letter or Notice of Proposed Disqualification,” “The Test,” “Test Administration Guidelines,” “The Test Results,” “Special Arrangements” and “Correspondence.”

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

YOU MUST HAVE AUTOMOTIVE MAINTENANCE EDUCATION AND/OR EXPERIENCE TO TAKE THIS EXAMINATION. Carefully read the “How to Qualify” Section below before submitting your application. Your application fee will **not** be refunded if you do not meet the qualification requirements.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: January 8, 2020

JOB DESCRIPTION

Cleaner/Maintainer's Helpers clean, sweep and wash buses, depots, garages, shops and other MTA Bus Company facilities. They move refuse containers, pallets and other items using forklifts; operate powered/vehicle sweepers; and perform related work.

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. They clean and lubricate bus parts; move 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 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 required Personal Protective Equipment; using both hands to work overhead for extended periods of time; responding to audible signals, such as alarms, bells, horns, whistles; responding to visual signals; distinguishing colors; using manual equipment; and lifting and carrying heavy equipment.

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: The experience requirement must be met **by the last day of the Application Period**. The education requirements must be met **by June 30, 2020**:

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, aircraft or marine vessel electro- mechanical components, including bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or
2. Graduation from a vocational high school with a major course of study in automotive, aircraft or marine vessel maintenance or a closely related field; or
3. Graduation from a recognized trade school or technical school with a major course of study in auto- mechanics, aircraft or marine vessel maintenance or a closely related field, totaling at least 600 hours; or
4. An AAS degree or higher from an accredited college or university in auto-mechanics, aircraft or marine vessel maintenance or a closely related field.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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).

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HOW TO QUALIFY (Continued)

Qualifying part-time experience will be credited on a pro-rated basis.

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, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

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 either:

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions that would preclude the performance of the duties of this title; or
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.

If you qualify under "2" above, your appointment 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, 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 a passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Cleaner/Maintainer's Helper work.

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REQUIREMENTS TO BE APPOINTED (Continued)

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.

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) evaluation, referral and education/treatment 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 to perform the duties and responsibilities of the position.

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 Bus Company.

Qualifying Multiple-Choice Test: If you pass the competitive education and experience test, you will be scheduled to take the qualifying multiple-choice test described in "The Test" section below as vacancies occur. However, based on the projected number of vacancies, it is possible that not all candidates who pass the education and experience test will be scheduled for the qualifying multiple-choice test.

HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. Additional copies may be obtained during the application period at <http://mta.info/nyct/hr/appexam.htm>.

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.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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REQUIRED FORMS (Continued)

- 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, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a “document-by-document” (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

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.

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.

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. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations’ E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

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THE TEST

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

Your test score will be based on your education and experience as determined by the Education and Experience Form that will be emailed to you. You will receive a score of 70% for meeting the education and experience requirements listed in the "How to Qualify" section above.

To receive additional points, you must have supplemental experience performing one or more of the tasks shown below. This experience must be in addition to the experience requirement listed in the "How to Qualify" section above.

- Inspecting or assisting in the inspection of buses, trucks, automotive, aircraft or marine vessel electro-mechanical components.
- Installing or assisting in the installation of electro-mechanical components including bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems.
- Repairing or assisting in the repair of buses, trucks, automotive, aircraft or marine vessel electro-mechanical components.

| If you have supplemental experience of: | Your score will be: |
|--|----------------------------|
| One year to two years and eleven months | 80 |
| Three years to four years and eleven months | 90 |
| Five or more years | 100 |

If your name is on the eligible list, you may be scheduled to take a qualifying multiple-choice test as vacancies occur. Based on the projected number of vacancies, it is possible that not all candidates who are on the eligible list will be scheduled for the qualifying multiple-choice test. You must receive a passing score of at least 70% on the qualifying multiple-choice test to continue in the employment process.

It is expected that candidates who pass the competitive education and experience test will be invited to take the qualifying multiple-choice test beginning in the summer of 2021. The qualifying 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 OR NOTICE OF PROPOSED DISQUALIFICATION

If you pass the competitive education and experience 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 results. If you meet all the requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. If you are marked "Not Qualified," you will be mailed a Notice of Proposed Disqualification.

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CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at examsunit@nyct.com with the subject "Contact Info Update," or you may mail your request to the address at the end of this section. 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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondences should be sent to examsunit@nyct.com and must include "Cleaner/Maintainer's Helper, Exam No. 0304" in the Subject. Or, you can mail your correspondence to the following address:

Cleaner/Maintainer's Helper, Exam No. 0304
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.

MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at http://web.mta.info/nyct/hr/forms_instructions.htm

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 Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code: MTA11

Application Period Opened: January 8, 2020