



New York City Transit

# Notice of Examination

Promotion to Bus Maintainer - Group B ((Auto Mechanic))

Exam No. 1702

**Application Deadline:**

February 23, 2021

**Types of Tests:**

Credential and Experience Test,  
Multiple-Choice Test and  
Practical Skills Test

**Application Fee:**

\$82.00

**Test Date:**

Multiple-choice and practical  
skills testing is expected to begin  
on April 19, 2021

## JOB DESCRIPTION

**Bus Maintainers - Group B**, under supervision, maintain, inspect, test, diagnose, alter, rebuild and repair electrical, electronic, mechanical, hydraulic, pneumatic and air conditioning equipment of MTA New York City Transit's buses, trucks and other motor vehicles. They inspect, test, alter and repair diesel and gasoline engines, hybrid natural gas/electric engines/motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories, align, adjust and/or repair wheels, steering equipment and suspension systems; reline and adjust brakes and clutches; diagnose and repair modular automotive multiplex systems; operate power machine tools and portable power tools; use electronic diagnostic tools; use hand tools; record data and keep records; use computerized equipment; drive motor vehicles; may travel for training and vehicle inspection functions; and perform related work.

Some of the physical activities performed by Bus Maintainers – Group B and environmental conditions experienced are: crawling under buses and working in confined areas; lifting and carrying heavy equipment; moving out of the way of moving buses and overhead cranes; manually removing and installing parts and bolts in confined areas; making visual inspections of equipment; distinguishing colors; reading gauges and prints; responding to sounds from warning bells, horns and vehicle movement; and working outdoors in all weather conditions.

**Special Working Conditions:** Bus Maintainers - Group B 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: February 3, 2021

## SALARY

The current minimum salary for Bus Maintainer - Group B is \$32.13 per hour for a 40-hour work week. This rate is subject to change.

## ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who by **the last day of the Application Period:**

1. Is or has been employed in the non-competitive title of Transit Mechanical Apprentice and has satisfactorily completed the 2-year Transit Mechanical Apprentice program in bus maintenance and is employed in the Department of Buses; or
2. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Maintainer's Helper – Group B or has been permanently employed in such title in the Department of Buses; and
3. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the tests before we verify your eligibility. If you are marked "Not Eligible," your application fee will **not** be refunded, and you will **not** receive a score.

This examination is **not** open to employees of MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

## REQUIREMENTS TO BE PROMOTED

**From the non-competitive title of Transit Mechanical Apprentice:** At the time of promotion, you must be employed or have been employed in the title of Transit Mechanical Apprentice.

**From the competitive title of Maintainer's Helper – Group B:** At the time of promotion, you must have completed your probationary period in the eligible title of Maintainer's Helper- Group B and you must be permanently employed in that eligible title or your name must appear on a Preferred List for that eligible title. Additionally, you must have served permanently in the eligible title of Maintainer's Helper – Group B for at least one year.

**Driver License Requirement:** If you are considered for promotion to the title of Bus Maintainer - Group B, 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 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 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

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## REQUIREMENTS TO BE PROMOTED (Continued)

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, or you will be returned to your previously held permanent title. 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 Bus Maintainer - Group B work.

**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 Bus Maintainer - Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Bus Maintainer - Group B. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination and/or perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted, and if promoted, 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 promoted to this safety-sensitive position.

## HOW TO SUBMIT AN APPLICATION

If you believe you meet the requirements in the "Eligibility to Take Examination" section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the "Special Arrangements" section below. Applications will not be accepted in person.

### Online Applications:

1. If you are an active MTA employee, apply using the "BSC" employee portal at [www.mymta.info](http://www.mymta.info) by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at [examsunit@nyct.com](mailto:examsunit@nyct.com) for application instructions). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.

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## HOW TO SUBMIT AN APPLICATION (Continued)

5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction. You must save this number for future reference.

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**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’ Section E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](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](mailto:examsmakeups@nyct.com) or mailed to the address in the “Correspondence” section below.

## ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the first date of the multiple-choice and practical skills tests. If you do not receive an Admission Letter at least 4 days before this date, you **must** email a request for a duplicate Admission Letter to [examsunit@nyct.com](mailto:examsunit@nyct.com). A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the “Correspondence” section below for instructions on how to update your address and other contact information.

## THE TEST

You will be given a competitive credential and experience test. Your score on this test will be used to determine your place on an eligible list. You will also be given a qualifying multiple-choice test and a qualifying practical skills test. A score of at least 70% is required to pass the competitive credential and experience, qualifying multiple-choice and qualifying practical skills tests. The multiple-choice test and practical skills test will be given in the same session. If you are called to the multiple-choice test, you may be given an opportunity to take the practical skills test on the same date on a conditional basis. You may be given the practical skills test before your multiple-choice test is officially rated. Your practical skills test will only be rated if you receive a passing score on the multiple-choice test. Your practical skills test will not be rated if you are found to have received a failing score on the multiple-choice test.

If you receive a passing score on the credential and experience test, you will be scheduled to take the qualifying multiple-choice and qualifying practical skills. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

On the credential and experience test, you will receive a score of 70 points for meeting the eligibility requirement(s) listed in the “Eligibility to take Examination” section above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you qualify under “1” in the “ELIGIBILITY TO TAKE EXAMINATION” section above:

- Two and one-half points for each year of full-time satisfactory experience with an employer other than MTA New York City Transit performing journey-level mechanic work (i.e., fully trained, knowledgeable, experienced, proficient and competent) repairing passenger automobiles, trucks, buses or aircraft up to a maximum of 5 points.

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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## THE TEST (Continued)

If you qualify under “2” in the “ELIGIBILITY TO TAKE EXAMINATION” section above:

- Five points for each year of full-time satisfactory experience as a permanent Maintainer’s Helper – Group B at New York City Transit up to a maximum of 25 points. Your experience will be credited through the last date of the application period.
- Two and one-half points for each year of full-time satisfactory experience with an employer other than New York City Transit performing journey-level mechanic work (i.e., fully trained, knowledgeable, experienced, proficient and competent) repairing passenger automobiles, trucks, buses or aircraft up to a maximum of 5 points.

To receive the additional points for employment outside of New York City Transit, you must have supplemental journey-level experience performing at least one of the tasks shown below:

- Inspecting, testing, altering and repairing diesel and gasoline engines, hybrid, natural gas/electric engines/motors, inverters, high pressure fuel systems, clutches, transmissions, axles, generators, compressors, air conditioning systems, brake assemblies, door wheelchair lifts, and electrical and mechanical accessories.
- Aligning, adjusting and/or repairing wheels, steering equipment and suspension systems, and relining and adjusting brakes and clutches.
- Diagnosing and repairing modular automotive multiplex systems.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The qualifying multiple-choice test may include questions on: the maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories; proper selection and use of materials, machinery and tools of the trade; safe and efficient work practices; reading and interpreting specifications and drawings; related mathematical calculations; record keeping; and other related areas.

The qualifying practical skills test may measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

For experience and certifications obtained at MTA New York City Transit, you will be given credit for your experience and certifications based on the information contained in your MTA New York City Transit employee records. You must complete an Education and Experience Test Paper and describe your experience obtained with every employer other than MTA New York City Transit.

## 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 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**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. 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.

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## TEST ADMINISTRATION GUIDELINES (Continued)

**Social Distancing** and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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.

**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.

**Proof of Identity:** You must present your MTA New York City Transit employee ID when you arrive to take the tests.

## THE TEST RESULTS

If you pass the credential and experience test, multiple-choice test and the practical skills test and are marked eligible, 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 requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

## ADDITIONAL INFORMATION

**Training:** You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination or return to your previously held permanent title.

## SPECIAL ARRANGEMENTS

**Late Applications:** Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may be eligible to submit a late application if you are absent from work for at least one-half of the application period and are unable to apply for reasons such as vacation, sick leave or military duty.

**Special Test Accommodations:** If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which qualifying multiple-choice and practical skills testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which qualifying multiple-choice and practical skills testing is expected to begin.

**Make-Up Tests:** You may apply for a make-up test if you cannot take the qualifying multiple-choice and/or qualifying practical skills test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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

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**SPECIAL ARRANGEMENTS (Continued)**

4. Absence due to ordered military duty; or
5. A clear error for which MTA 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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or by mail to the address in the "Correspondence" section below as soon as possible.

**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](mailto: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](http://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](mailto:examsunit@nyct.com) and must include "Promotion to Bus Maintainer - Group B, Exam No. 1702" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Bus Maintainer - Group B, Exam No. 1702  
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 promotion, and may result in criminal prosecution.