



New York City Transit

Notice of Examination

Promotion to Bus Maintainer – Group B

Exam # 8719

Application Deadline:

May 22, 2018

Types of Tests:

Multiple-Choice & Practical Skills Tests

Application Fee:

\$82.00

Multiple-Choice Test Date:

(subject to change)
Saturday, August 18, 2018 or
Sunday, August 19, 2018

JOB DESCRIPTION

Bus Maintainers – Group B, under supervision maintain, inspect, test, diagnose, alter, rebuild and repair the 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.)

SALARY

The current minimum salary for Bus Maintainer – Group B is \$30.8124 per hour for a 40-hour week. This rate is subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing opened: May 2, 2018

ELIGIBILITY TO TAKE THE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the date of the multiple-choice test:**

1. Is or has been employed in the non-competitive title of Transit Mechanical Apprentice and has satisfactorily completed the 3-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 title of Maintainer's Helper – Group B and is permanently employed or has been permanently employed in such title in the Department of Buses; and
3. Is not otherwise ineligible.

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

(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 City 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 test 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.

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: 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 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, you will be terminated or returned to your previously held permanent title. If you have serious moving violations, license suspensions or an accident record you may be disqualified.

The Class B CDL, as described above, 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.

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REQUIREMENTS TO BE PROMOTED (continued)

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer – Group B. You will be examined to determine whether you 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 Professionals (SAP) process required by federal law in order to be promoted to this safety-sensitive position.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below:

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 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, 3 or G train to the Hoyt Street Station.

REQUIRED FORMS

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.

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 unless you are requesting a Fee Waiver. Applicants who wish to request a Fee Waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below.

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 the Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

Online Applications:

1. Apply using the “BSC” employee portal at www.mymta.info by the last day of the *Application* period.
2. You must pay the *Application* fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
3. You will be sent a confirmation number 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.

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 New York City Transit Exam Information Center as indicated below and must submit the Application by mail to the address in the “Correspondence” section below by the last day of the application period.

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the Application.

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HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER (continued)

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3 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, 3, or G train 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 the first date of the multiple-choice test you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the Admission Letter is your ticket for admission to the multiple-choice test.

Employees must keep their official mailing address up to date. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the Admission Letter.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15 %. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in a permanent competitive or non-competitive titles. Your service will be credited through the first date of the multiple choice test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 competitive practical test may be designed to measure our ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that such credit 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.

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.

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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TEST ADMINISTRATION GUIDELINES (continued)

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 identification card when you arrive to take the tests.

THE TEST RESULTS

If you pass the qualifying multiple-choice test and the competitive practical skills test, and you 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 test results. You will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Training: Candidates appointed to Bus Maintainer – Group B will be required to complete and pass all parts of a training course in bus maintenance operations as a condition of passing probation. If you do not successfully complete this training course, you will be terminated or returned to your previously held permanent title.

SPECIAL ARRANGEMENTS

Late Filing: Consult with **your department's Human Resources representative** to determine the procedure for filing a late *Application* if you meet one of the following conditions:

1. 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; or
2. You become eligible after the above application period, but on or before the first date of the multiple-choice test.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the scheduled test 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 you are 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;
4. Absence due to ordered military duty;
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, 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 60 days of restoration to your position after performing 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 first scheduled test date.

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 promotion, including important information that may require a response by a specified deadline, if we do not have your correct contact information

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>.

All other correspondence must be sent to the following address:

Promotion to Bus Maintainer – Group B, Exam No. 8719
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

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 92516; The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Positions.