

Notice of Examination

Promotion to Maintainer's Helper – Group B

Exam # 8711

Application Deadline:

November 21, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$61.00

Test Date: (subject to change)

Saturday, February 10, 2018 or

Sunday, February 11, 2018

JOB DESCRIPTION

Under direct supervision, Maintainer's Helpers - Group B assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other automotive electro-mechanical equipment. They clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand trucks and conveyors; remove and replace worn bearing races; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiator and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive buses and trucks; and perform related work.

Some of the physical activities Maintainer's Helpers - Group B perform and environmental conditions they experience are: working outdoors in all weather conditions; walking on slippery surfaces while washing parts; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves or a face mask while using sandblasting equipment; using both hands to work overhead for extended periods of time; responding to audible signals, such as alarms, bells, horns and whistles; responding to visual signals, including distinguishing colored lights; and lifting heavy equipment and moving it manually.

Special Working Conditions: Maintainer's Helpers – 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 is \$20.9423 per hour with increments to \$29.9176 per hour in the sixth year for a 40-hour week. 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

ELIGIBILITY TO TAKE EXAMINATION

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

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: November 1, 2017

ELIGIBILITY TO TAKE EXAMINATION (continued)

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Cleaner (Transit Authority) or Railroad Track Cleaner; or
2. Is employed as a labor class Transit Cleaner or Transit Track Cleaner; 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.)

The admission of employees in the labor class title of Transit Cleaner or Transit Track Cleaner is pursuant to New York Civil Service Law §52 (14) for this examination only. These admissions shall not be considered precedent for future examinations.

This examination is also open to employees who were appointed to the 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 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.

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

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion from the eligible title of Cleaner (Transit Authority) or Railroad Track Cleaner, you must have completed your probationary period in the eligible title of Cleaner (Transit Authority) or Railroad Track Cleaner, and you must be permanently employed in that title or your name must appear on a "Preferred List" for that eligible title. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited; or

At the time of promotion from the labor class title of Transit Cleaner or Transit Track Cleaner, you must have completed your probationary period and you must be employed in the labor class title of Transit Cleaner or Transit Track Cleaner.

Driver License Requirement: At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension or an accident record you may be disqualified. You will be promoted to the Department of Buses subject to receipt of either:

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. 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 qualify under "2" above, you will be promoted to the Department of Buses subject to the receipt of a Class B Commercial Driver License with a passenger endorsement and no disqualifying restrictions valid in the State of New York 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 Commercial Driver License 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.

The New York State Class B Commercial Driver License must have no restrictions that would preclude the performance of the duties of a Maintainer's Helper – Group B and must be maintained for the duration of your employment in title.

Medical Requirement: Medical guidelines have been established for the position of Maintainer's Helper - Group B. You will be examined to determine whether you can perform the essential functions of the position of Maintainer's Helper - 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 to perform the essential functions of the job.

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REQUIREMENTS TO BE PROMOTED (continued)

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) process required by federal law in order to be appointed to this safety-sensitive position.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "Eligibility to Take Examination" 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 this 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 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.

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*.

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 or the 3 train to the Hoyt Street Station. **The MTA New York City Transit Exam Information Center will be closed on Friday, November 10, 2017** in observation of Veteran's Day.

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the multiple-choice test date, 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*.

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THE TEST

You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the multiple-choice test. Your score on the multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited.

Your seniority score will be 70 plus $\frac{1}{2}$ point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent competitive class titles and labor class titles. Your service will be credited through the 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.

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 the 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 multiple-choice test may include questions on general automotive theory, the proper selection and use of hand and power tools, and equipment employed in the maintenance and repair of automobiles; safe work practices in automotive repair and maintenance shops; reading and interpreting written instructions; reading meters; taking measurements and basic shop computations; basic electrical and mechanical theory; and other related areas.

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 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 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 Identification card when you arrive to take the multiple-choice test.

THE TEST RESULTS

If you pass the multiple-choice 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 test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

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 date of the multiple-choice test.

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SPECIAL ARRANGEMENTS (continued)

Make-Up Test: You may apply for a make-up test if you cannot take the multiple-choice test on the scheduled 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 following 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 scheduled test date.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your employee contact information (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 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 should be made through the MTA Business Service Center (BSC) via the employee portal at www.mymta.info.

All other correspondence must be sent to

Promotion to Maintainer's Helper – Group B, Exam No.8711
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 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.90724; The Rapid Transit Railroad Service; Group I- Per Diem and Per Hour Positions

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Filing Opened: November 1, 2017