



New York City Transit

# Notice of Examination

Promotion to Maintainer's Helper - Group B

Exam No. 9716

**Application Deadline:**

December 24, 2018

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$61.00

**Test Date:** (subject to change)

Saturday, March 2, 2019 or  
Sunday, March 3, 2019

## JOB DESCRIPTION

**Maintainer's Helpers - Group B**, under direct supervision, 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 for Maintainer's Helper - Group B is \$21.4659 per hour for a 40-hour work week increasing to \$30.6655 per hour in the sixth year of service. This rate is subject to change.

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Filing Opened: December 5, 2018

## 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**:

1. Is employed in or appears on a Preferred List (see Note, below) for the eligible 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 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 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 MTA agencies 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 one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in one of those two titles for at least one year. Time served prior to a break in service of more than one year will not be credited.

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:** If you are considered for promotion to the title of Maintainer's Helper - 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; 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, 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.

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**REQUIREMENTS TO BE PROMOTED (Continued)**

The Class B Commercial Driver License (CDL) with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title.

**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 Maintainer's Helper – Group B. Candidates will be examined to determine whether they 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 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 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. MTA New York City Transit will **not** accept *Applications* in person.

**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”) General 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 General Exam Regulations.

**Online Applications:**

1. Apply using the “BSC” employee portal at [www.mymta.info](http://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.

Save your confirmation numbers for future reference and proof of filing an *Application*.

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.

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## 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 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 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 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.

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*.

If your official mailing address is **not** up to date, please refer to the Correspondence section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

## THE TEST

You will be given a competitive multiple-choice test. A score of at least 70% is required to pass the multiple-choice test. Your score on this 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 ½ 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 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, 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)**

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 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 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;
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;
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.

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## CORRESPONDENCE

**Change of Contact Information:** You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**.

**To update your contact information with the MTA New York City Transit, you must:**

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

**To update your contact information with the MTA Business Service Center (BSC), you must also** visit [www.mymta.info](http://www.mymta.info) and update your information by selecting the "My Personal Information" tab.

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Maintainer's Helper - Group B, Exam No. 9716  
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.

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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 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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