

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant & Equipment Maintainer, (Masonry) Exam No. 7203

REQUIRED: Online Application via BSC Self-Service

Application Fee: No Fee

WHEN TO APPLY: From: December 7, 2016

To: December 27, 2016

THE TEST DATE: The Practical Skills Test is expected to begin on **March 7, 2017**

JOB DESCRIPTION:

Under supervision, Plant and Equipment Maintainers (Masonry) perform general masonry work in MaBSTOA bus depots, repair shops, buildings and facilities. They construct forms for concrete slabs, platforms and foundations; install and repair cement blocks, ceramic tile and cement sidewalks and floors; install, and repair gratings, ducts, manholes, drains, sewers and fences; mix mortar and concrete; load and unload vehicles; keep records; prepare reports; drive motor vehicles to and from work sites, and perform related work.

Some of the physical activities performed and environmental conditions experienced are: crouching while working in confined spaces; climbing ladders, platform and scaffolds; working in dimly lit areas; using hand and power tools; carrying heavy tools and equipment and working outdoors in all weather conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current assignment rate is \$31.1777 per hour for a 40-hour work with increments to \$35.5032 after five years.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of MaBSTOA who on the first date of the practical test:

1. is employed in the title of Bus Maintainer (Body), Bus Maintainer (Chassis), Maintainer (Plant & Equipment) in any specialty, Cleaner/Maintainer's Helper, or Maintainer's Helper; and
2. is not otherwise ineligible.

This examination is not open to employees of New York City Transit or employees of other MTA agencies.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: December 7, 2016

ELIGIBILITY (Continued)

PROOF OF IDENTIFICATION: At the time of the practical exam, you must present your employee ID.

REQUIREMENTS TO BE ASSIGNED:

Driver License Requirement: At the time of assignment to Plant & Equipment Maintainer (Masonry), you must possess a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions. This license must be maintained for the duration of your employment in this title.

Drug Screening Requirement: You must pass a drug screening to be assigned.

HOW TO OBTAIN AND SUBMIT APPLICATIONS:

Electronic Applications: Apply using the "BSC" Self-Service portal at <http://www.mymta.info> by Tuesday, December 27, 2016, the last day of the application period.

ADMISSION LETTER:

An *Admission Letter* will be mailed to you about 10 days before the start date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, Mondays through Fridays, 9 AM to 3 PM. 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.

THE TEST:

The practical test may require you to perform tasks that demonstrate your knowledge of the masonry trade. This test may include tasks related to masonry work; selection and use of tools and materials of the trade; safe and proper work practices; basic arithmetic calculation related to the masonry trade; and other related areas. A score of 70 is required to pass. Seniority scores will be factored only for those candidates who pass the practical test. Seniority will determine 100% of the final score. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection & Classification Unit.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: December 7, 2016

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.

THE TEST RESULTS:

If you pass the practical exam 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 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 practical test.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness;
3. Absence for one week following the death of 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 NYC 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 and your documentation of special circumstance 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 SECTION

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 NYC 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 <http://www.mymta.info>.

All other correspondence must be sent to the following address:

Assignment to P/E Maintainer, (Masonry) Exam No. 7203
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.

MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICKLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATON UNIT

Title Code: M9006