



# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Notice of Examination

### Assignment to Plant & Equipment Maintainer (Electrical), Exam No. 1200

**Application Deadline:**

April 27, 2021

**Type of Test:**

Practical Skills Test

**Application Fee:**

(No Fee)

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

Practical skills testing is expected to begin on June 21, 2021

#### JOB DESCRIPTION

**Plant & Equipment Maintainers (Electrical)**, under supervision, install, test, alter, maintain and repair lighting and other electrical system in MaBSTOA/New York City Transit buildings and facilities such as bus depots and repair shops; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Plant & Equipment Maintainers (Electrical) are: crouching while working in confined spaces; climbing ladders, platforms and scaffolds; working in dimly lit areas; using hand and power tools; carrying heavy tools and equipment and working outdoors in all weather conditions.

**Special Working Conditions:** Plant & Equipment Maintainers (Electrical), 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 Plant & Equipment Maintainer (Electrical), is \$33.13 per hour for a 40-hour work week increasing to \$38.80 per hour after the fifth year of service. This rate is subject to change.

#### ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who **on the first date of the practical skills test:**

1. Is employed in the eligible titles of Bus Maintainer (Body), Bus Maintainer (Chassis), Maintainer (Plant & Equipment) in any specialty; and
2. Is not otherwise ineligible.

(Continued)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Application Period Opened: April 7, 2021

## ELIGIBILITY TO TAKE EXAMINATION (Continued)

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the practical skills test before we verify your eligibility. If you are marked “Not Eligible,” you will **not** receive a score.

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

## REQUIREMENTS TO BE ASSIGNED

**Driver License Requirement:** At the time of assignment, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

**Drug Screening Requirement:** You must pass a drug screening in order to be assigned, and if assigned, 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 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 the latest version of 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. A confirmation number will appear on the same page after submitting your application (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.

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Application Period Opened: April 7, 2021

## ADMISSION LETTER

An Admission Letter will be mailed to you about 10 days before the first date of the practical skills test. 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 qualifying practical skills test. A score of at least 70% is required to pass this test.

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.

Seniority will determine 100% of your final score. You must pass the qualifying practical skills test to have your seniority credited. Your seniority score will be 70 points for meeting the eligibility requirement(s) listed in the “Eligibility to take Examination” section above plus 3 points for each year of service in MaBSTOA, up to a maximum total of 100 points for 10 years of service. Your service will be credited through the first date of the qualifying practical skills test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

The qualifying practical skills test may require you to perform tasks that demonstrate your knowledge of the operation, maintenance, repair or construction of electrical, plumbing, air conditioning, heating, carpentry and masonry systems or components and knowledge of safe work practices.

## 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 **not** permitted. Electronic devices with an alphabetic keyboard; or with word processing or date recording capabilities such as planners, organizers, etc. are prohibited. If use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results and your test score may be nullified.

**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 practical skills test and no one may wait for 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 and your test score may be nullified.

**Proof of Identity:** You must present your MTA employee ID when you arrive to take the test.

## THE TEST RESULTS

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

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Application Period Opened: April 7, 2021

## SPECIAL ARRANGEMENTS

**Late Applications:** Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting 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 before the first test date.

**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 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 practical skills testing is expected to begin.

**Make-Up Tests:** You may apply for a make-up test if you cannot take the 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
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, assignment 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 correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include “Promotion to Assignment to Plant & Equipment Maintainer, Exam No. 1200 in the Subject. Or, you can mail your correspondence to the following address:

Assignment to Plant & Equipment Maintainer (Electrical), Exam No. 1200  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

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## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after assignment or promotion, and may result in criminal prosecution.

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MaBSTOA is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at [http://web.mta.info/nyc/hr/forms\\_instructions.htm](http://web.mta.info/nyc/hr/forms_instructions.htm)

The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit  
Title Code No. M9003

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