

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant & Equipment Maintainer, Exam No. 9200

(CURRENT ELIGIBLE MaBSTOA EMPLOYEES ONLY)

REQUIRED: Online Application via BSC Self-Service (www.mymta.info)

Application Deadline: August 28, 2018

Type of Test: Practical Skills Test

Test Date: Testing is expected to begin on
October 1, 2018.

JOB DESCRIPTION:

Under supervision, Plant and Equipment Maintainers perform general facility/building maintenance work at MaBSTOA bus depots, repair shops, buildings and facilities. They install, inspect, test, repair and maintain electrical, plumbing, air conditioning, heating, carpentry, masonry, fire suppression and bus wash/lift/fuel systems; change filters; paint; repair flooring and walls; Keep records and prepare reports. Perform related work.

Some of the physical activities performed and environmental conditions experienced by Plant and Equipment Maintainers are: driving, loading and unloading light utility trucks, lifting heavy equipment weighing up to 75 pounds; lifting equipment overhead, climbing and descending ladders; working at heights up to 50 feet, using hand and power tools, working on roof tops, crouching and kneeling to reach equipment being repaired, making visual inspections of equipment, distinguishing color-coded wiring and reading blueprints and schematics. 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 minimum salary rate is \$31.0609 per hour for a 40-hour week with increments to \$36.3657 after five years.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: August 8, 2018

ELIGIBILITY TO TAKE THE EXAMINATION:

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

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

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

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. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible", you will not receive a score.

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, 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 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 and alcohol test or had a refusal to the 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 OBTAIN AN APPLICATION:

During the application period, you may obtain an Application for this examination online at <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.

MTA NEW YORK CITY TRANSIT EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 5 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 3 train to the Hoyt Street Station.

REQUIRED FORM:

Application: Make sure that you follow all instructions with your Application. Save a copy of the instructions for future reference.

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HOW TO SUBMIT AN APPLICATION

Electronic Applications: Apply using the “BSC” Self-Service portal at <http://www.mymta.info> by **Tuesday, August 28, 2018**, the last day of the application period.

Online Applications:

1. You may apply over the internet using the online application system by the last day of the application period.
2. There is no application fee for this exam.
3. You will be given a confirmation number after you submit your application.

ADMISSION LETTER

You will receive an *Admission Letter* in the mail 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 testing is expected to begin, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center. A paper copy of the *Admission Letter* is your ticket for admission to the practical skills test.

Employees **must** keep their official mailing addresses **up to date** with the NYC Transit Personnel Testing, Selection & Classification Unit and the MTA Business Service Center (BSC). Addresses on file with the BSC may be used to mail correspondence, including the Admission Letter.

THE TEST

The 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. A score of 70 is required to test pass this practical. Seniority scores will be factored only for those candidates who pass the practical skills 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 date recording capabilities such as planners, organizers, etc. are prohibited. If you do bring 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 if applicable your application fee will **not** be refunded.

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 these instructions and re-enter the test site, you may not receive your test results.

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THE TEST RESULTS

A score of 70 is required to pass. Seniority scores will be factored only for those candidates who pass the test. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection and Classification Unit.

ELIGIBLE LIST

If you pass the practical skills test and are found qualified, 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. As vacancies occur, candidates will be considered for appointment in eligible list order. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. Candidates who pass the practical skills test are not guaranteed assignment.

SPECIAL ARRANGEMENTS

Late Filing: Consult your department's Human Resources representative to determine the procedure for filing a late application if you meet 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 practical skills test.

Special Test Accommodations: If you plan to request a special testing accommodation 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.

Make-up Test:

You may apply for a make-up test if you cannot take the test as originally scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness; or
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
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.

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CORRESPONDENCE SECTION

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit Examinations Unit 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 appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Visit us at the MTA New York City Transit Exam Information Center;
2. Email us at 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.

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. **All changes to your employee contact information must also 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:

Plant & Equipment Maintainer (OA), Exam No. 9200
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 STRICTLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES, AS DESCRIBED ABOVE.

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT
Title Code: M9002

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