



# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Notice of Examination

### Assignment to Plant & Equipment Maintainer

#### Exam No. 9204

**Application Deadline:**

April 23, 2019

**Type of Test:**

Practical Skills

**Application Fee:**

None

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

Testing is expected to begin

May 20, 2019

#### JOB DESCRIPTION

**Plant and Equipment Maintainers** under supervision, 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; prepare reports; and 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; reading blueprints and schematics; working outdoors in all weather conditions.

**Special Working Conditions:** Assignment to Plant & Equipment Maintainers 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 Assignment to Plant & Equipment Maintainer is \$31.81 per hour for a 40-hour work week increasing to \$37.24 in the sixth year of service. This rate is subject to change.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 3, 2019

## 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 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
2. and is not otherwise ineligible.

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 tests 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 New York City Transit or MTA Bus Company, or to employees of MTA agencies other than MaBSTOA.

## REQUIREMENTS TO BE ASSIGNED:

**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 assigned promoted to this safety-sensitive position.

**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 passenger endorsement and no 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.

## 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> or in person at the MTA Exam Information Center as indicated below.

**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 the G 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, April 23, 2019**, the last day of the application period.

### Online Applications:

1. Apply using the internet using the online application system by the last day of the application period.
2. There is no application fee for this practical skills test.
3. You will be sent a confirmation email after you complete your *Application*.

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.

## 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 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 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 competitive practical skills test. A score of at least 70 is required to pass the competitive practical skills test. The competitive 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, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. 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.

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.

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**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Opened: April 3, 2019

**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

**Proof of Identity:** You must present your MTA New York City Transit/MaBSTOA employee ID when you arrive to take the test.

**THE TEST RESULTS**

A score of 70 is required to pass. Seniority will determine 100% of the final score. Seniority scores will be factored only for those candidates who pass the practical. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYC Transit Personnel Testing, Selection & Classification Unit.

**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 practical skills 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; 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, 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 visit [www.mymta.info](http://www.mymta.info) and select 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 assignment, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Assignment to Plant & Equipment Maintainer, Exam No. 9204  
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 assignment, and may result in criminal prosecution.