

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

**Assignment to Plant & Equipment Maintainer, (Plumbing) Exam No.
8200**

Application Deadline

August 22, 2017

Type of Assessment:

Practical Skills

Application Fee:

(No Fee)

Test Date:

(subject to change)

December 12, 2017

JOB DESCRIPTION:

Under supervision, Plant and Equipment Maintainers (Plumbing) install, inspect, test, alter, maintain, and repair plumbing systems in MaBSTOA/New your City Transit buildings and facilities such as bus depots, repair shops; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Plant and Equipment Maintainers (Plumbing) are: loading light utility trucks, lifting and carrying moderately heavy tools and equipment, climbing and descending ladders, crouching to reach equipment being repaired, making visual inspections of equipment and reading blueprints and schematics 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.)

Special Working Conditions: Plant and Equipment Maintainers (Plumbing) will be required to work various shifts, including nights, Saturday, Sundays, and Holidays.

THE SALARY:

The current assignment rate is \$30.9321 per hour for a 40-hour week with increments to \$36.3905 after five years.

ELIGIBILITY:

This practical examination is open to each MaBSTOA employee in the title of Maintainer who, on the **first day of the practical skills test:**

1. Is employed in the title of Bus Maintainer (Body), Bus Maintainer (Chassis) or Maintainer in any specialty; or

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Filing Period Opened: August 2, 2017

ELIGIBILITY: (Continued)

2. Is not otherwise ineligible.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will **not** be refunded.

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

REQUIREMENTS TO BE ASSIGNED:

Driver License Requirement: At the time of assignment, you must possess a Class B Commercial Driver License valid in the state of New York with proof of residence for the state in which the license was issued. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in this assignment.

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 testing 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 SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE:

You must apply online for this examination 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.

Online Applications:

1. Apply using the "BSC" employee portal at: www.mtabsc.info/portal 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.

Computers with internet access are available on a limited basis at branches of New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

ADMISSION LETTER:

You should 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 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 practical skills 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.

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THE TEST:

You will be given a qualifying practical skills test. A score of 70 is required to pass. Seniority scores will be factored only for those candidates who pass the practical skills test. A score of 70 is required to pass. 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.

The qualifying practical skills test may test the candidate's knowledge of installation, testing, maintenance, and repair of plumbing systems and fixtures; 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 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 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.

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 score will 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 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. All assignments are subject to pre-promotion evaluations. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your department's Human Resource 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 regular test date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the Metropolitan Transportation Authority (MTA) of New York State; or

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Make-up Test: (cont.)

- 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 with your documentation of special circumstances to the address found in the "Correspondence Section" below no later than one week prior to your scheduled test date or make a request within 90 days following termination of your military duty.

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 you 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 City 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 Plant & Equipment Maintainer, (Plumbing) Exam No. 8200
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: M9005

Filing Period Opened: August 4, 2017