

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant & Equipment Maintainer, Exam No. 8203

AMENDED

(CURRENT ELIGIBLE MaBSTOA EMPLOYEES ONLY)

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

WHEN TO APPLY: From: September 6, 2017 To: September 26, 2017

TYPE OF TEST: Practical Skills

THE TEST DATE: November 27, 2017

This Notice is amended on October 3, 2017 to include Cleaner/Maintainer's Helper (OA) and Maintainer's Helper (OA) as eligible titles for this this examination.

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; prepare reports and perform related work.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: September 6, 2017

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

1. is permanently employed in the title of Cleaner Maintainers' Helper, Maintainer's Helper, Bus Maintainer (Body), Bus Maintainer (Chassis) and Maintainer (Plant & Equipment) 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.

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 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, September 26, 2017**, 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 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 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: September 6, 2017

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.

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**.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: September 6, 2017

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, Exam No. 8203
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 THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.

**NYCT/MaBSTOA/MTA PERSONNEL
TESTING, SELECTION & CLASSIFICATION UNIT**