



Notice of Examination

Promotion to Bus Maintainer (Chassis), Exam No. 7402

Application Deadline:

April 25, 2017

Type of Test:

Practical Skills Test

Application Fee: (Non-refundable)

\$68.00

Test Date: (subject to change)

The practical skills test is expected to begin on Tuesday, September 11, 2017

This is **NOT** a New York City Transit position. This is **Not** a Civil Service position.

JOB DESCRIPTION

Bus Maintainers (Chassis) maintain, inspect, test, diagnose, overhaul, rebuild and repair all vehicle systems, components and accessories to industry work standards. This includes, but is not limited to, the vehicle body, structure, interior panels, trim, seating and glazing; axles, suspension, steering and braking components and systems; driveline or propulsion system components, prime movers and auxiliary drive units; HVAC, lighting and electrical systems; microprocessor controllers, Programmable Logic Controllers (PLCs) and multiplex electronic systems; and vehicle energy storage systems and devices. Bus Maintainers (Chassis) operate vehicles, including trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; drive motor vehicles; keep written and electronic records of work activities; and perform related work.

Some of the physical activities performed by Bus Maintainers (Chassis) and environmental conditions they experience are: working outdoors in all weather conditions; crawling under and on top of buses; working in confined areas; lifting and carrying heavy parts, tools, and equipment; climbing into and out of buses that are suspended on lifts; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; reading, interpreting and applying written or graphic technical repair instructions; and responding to sounds from warning bells, horns, and vehicle movement.

Special Working Conditions: Bus Maintainers (Chassis) will 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

Rates vary by depot as follows:

The current minimum salary is \$22.3100 per hour for a 40-hour week. This rate is subject to change.

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ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of **MTA Bus Company** who **on the first day of the practical skills test:**

1. Is employed in the title of Maintainer's Helper; or
2. Is employed in the title of Cleaner/Maintainer's Helper **and** meets one of the following education and experience requirements by the last day of the application period:

Education and Experience Requirements:

NOTE: If you are a Maintainer's Helper, you do not need to submit an Education and Experience Test Paper (EETP). If you are a Cleaner/Maintainer's Helper, you must meet one of the requirements below in order to qualify and must submit an EETP:

- A) Two years of full-time satisfactory experience as a mechanic's helper, apprentice or trainee performing or assisting in the performance of automotive or aircraft maintenance and repair; or
 - B) Graduated from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field, totaling 600 hours; or
 - C) Graduated from a vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics, or a closely related field; or
 - D) Graduated from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).
3. And is not otherwise ineligible.

The following are types of experience that are not acceptable: Auto body mechanic's helper, tire repair and replacement, vehicle cleaning, automotive parts sales, exclusive lube or fuel servicing, specialty parts replacement (e.g. muffler, glass), sound system technician.

Please note: Employees who are eligible under "2." above must complete and submit an *Education and Experience Test Paper (EETP)* with their application. See the "Required Forms" section below.

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

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

REQUIREMENTS TO BE PROMOTED

Driver License Requirement: At the time of promotion, you must possess either:

1. A Class B *Commercial Driver License (CDL)* valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Motor Vehicle Driver License valid in the state of New York and a Learner Permit for a Class B *Commercial Driver License (CDL)* valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

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REQUIREMENTS TO BE PROMOTED (continued)

Candidates who qualify under “2” above will be promoted subject to the receipt of a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions at the end of a special training course in bus operation.

Candidates who fail to successfully complete the special training course in bus operation, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, will be terminated.

If you have serious moving violations, a license suspension or an accident record, you may be disqualified. The Class B CDL with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment.

Probation Completed: At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above “Eligibility to Take Examination” section.

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer (Chassis). You will be examined to determine whether you can perform the essential functions of the position of Bus Maintainer (Chassis). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to perform the essential functions of the position.

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 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) process required by federal law in order to be promoted to this safety-sensitive position.

Pre-Promotional Evaluation: All promotions are subject to pre-promotional evaluations.

HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://web.mta.info/nyct/hr/appexam.htm> or in person at the MTA Exam Information Center as indicated below.

MTA New York City Transit 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 train to the Jay Street-Metro Tech Station, or the 2, 3, or G train to the Hoyt Street Station.

REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each page, and the examination title and number in the box provided. **This form must be filled out completely and in detail for you to receive your proper rating.** Keep a copy of your completed Education and Experience Test Paper for your records.

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REQUIRED FORMS (continued)

3. **Foreign Education Fact Sheet (Cleaner/Maintainer's Helpers only - Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

Only applicants who are eligible under "2" in the "**Eligibility to Take Examination**" section are required to complete the Education and Experience Test Paper and the Foreign Education Fact Sheet, if applicable.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the "How to Qualify" section, you must apply by mail.

New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all of the required forms, as indicated in the "Required Forms" section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the "Correspondence" section of this notice.
4. Include the appropriate fee in the form of a money order.

The Money Order (Postal Money Order Preferred) must:

1. Be made payable to NYC Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.

Save your money order receipt for future reference and proof of filing an *Application*.

Cash and personal checks will not be accepted.

ADMISSION LETTER

An *Admission Letter* or *Not Qualified 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 New York City Transit Exam Information Center (as indicated above in the "How To Obtain An Application" section). 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

You will be given a competitive practical skills test. A score of at least 70% is required to pass the test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100% for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time served prior to a break in service of more than one year will not be credited.

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THE TEST (continued)

The practical test may be designed to measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

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 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 score may be nullified, and your application fee will not be refunded.

Leaving: You must leave the test site once you finish the practical skills test. If you leave the test site after being fingerprinted, but before completing 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.

You must present your employee ID when you arrive to take the practical skills test.

THE TEST RESULTS

If you pass the competitive practical skills test and meet all of the other requirements and conditions, your name will be placed on an eligible list and you will be given a list number. You will be notified by mail of your test results. You will be considered for promotion when your name is reached on the eligible list.

Vacancies at the Far Rockaway and John F. Kennedy depots will be filled through the canvassing of eligible candidates employed at either depot in list order. Vacancies at the Baisley Park, College Point, Eastchester, LaGuardia, and Yonkers depots as well as those at the East New York shop will be filled through the canvassing of eligible candidates employed at any one of those locations in list order. Vacancies at the Spring Creek depot will be filled through the canvassing of eligible candidates employed at that depot in list order.

ADDITIONAL INFORMATION

You are required to complete and pass all parts of a training course in bus maintenance operations before the end of a six-month probation period. Those probationary employees who do not successfully complete this training course will be returned to their previous titles.

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 day of the practical skills test.

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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SPECIAL ARRANGEMENTS (continued)

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 a 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 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 one week of your scheduled test date.

CORRESPONDENCE

All correspondence, including the submission of your *Application*, **must** be sent to the following address:

Promotion to Bus Maintainer (Chassis), Exam No. 7402
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 promotion, and may result in criminal prosecution.

MTA Bus Company 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.

NYC Transit Personnel Testing, Selection & Classification Unit
Title Code: MTA03

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