



# Bus Company

## Notice of Examination

### Promotion to Facility Maintainer, Exam No. 1400

**Application Deadline:**

August 31, 2020

**Type of Test:**

Practical Skills

**Application Fee:**

\$68.00

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

Expected to begin January 5, 2021

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

**This Notice of Examination contains Eligibility and very specific Education and Experience Qualification Requirements. Please read these sections carefully, before you submit an application.**

#### **JOB DESCRIPTION**

**Facility Maintainers**, under supervision, perform general facility and building maintenance work at MTA bus depots, repair shops, buildings and facilities. They install, test repair and maintain electrical, plumbing, air conditioning and heating systems. Perform minor carpentry and masonry work; repair fire suppression and bus wash, lift and 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 Facility Maintainers are driving, loading and unloading light utility trucks, operating fork and platform lifts, lifting and carrying heavy tools and equipment, lifting equipment overhead, climbing and descending ladders, working at heights of 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.

**Special Working Conditions:** Facility 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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## **SALARY**

For Transport Workers Union (TWU) Local 100 Depots (Baisley Park, College Point, LaGuardia, Yonkers), the current minimum salary for Facility Maintainers is \$26.46 per hour for a 40-hour work week increasing to \$37.80 in the 4<sup>th</sup> year of service. This rate is subject to change.

For Amalgamated Transit Union (ATU) Local 1181, Spring Creek Depot, the current minimum salary for Facility Maintainers is \$25.37 per hour for a 40-hour work week increasing to \$36.24 in the 4<sup>th</sup> year of service. This rate is subject to change.

## **ELIGIBILITY TO TAKE EXAMINATION**

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

- 1) is employed in Spring Creek Depot and represented by the Amalgamated Transit Union (ATU) Local 1181, or is employed in Baisley Park, College Point, Eastchester, La Guardia or Yonkers Depot and is represented by the Transport Workers Union (TWU); **and**
- 2) meets the following requirements:
  - a) is employed in the title of Maintainer, Helper or Cleaner/Helper; **and**
  - b) meets the education and experience qualification requirements below by the last day of the application period.

### **Education and Experience Qualification Requirements:**

#### Maintainer:

Maintainers who apply for this lateral position must have at least two (2) years of full-time experience performing the installation, inspection, testing, repair and maintenance of electrical, plumbing, heating, air conditioning, fire suppression, carpentry, and masonry components and systems in residential and commercial buildings or facilities; and/or not be otherwise ineligible.

#### Helper or Cleaner/Helper:

- A) Three years of full-time satisfactory mechanical experience performing the installation, inspection, testing, repair and maintenance of electrical, plumbing, heating, air conditioning, fire suppression, carpentry, and masonry components and systems in residential and commercial buildings or facilities; or
- B) Two years of full-time satisfactory experience as described in "A" above, plus completion of one of the following listed below:
  - i) graduation from a recognized trade school or technical school, with a major course of study in any of the trades included in "A" above, or a closely related field totaling at least 600 hours; or
  - ii) graduation from a vocational high school with a major course of study in the electrical, mechanical, plumbing, heating, air conditioning, carpentry or related fields; or
  - iii) an Associates or higher degree, from an accredited college or university with a major course of study in the electrical, mechanical, plumbing, heating, air conditioning, carpentry or closely related fields; and/or
- C) Is not otherwise ineligible.

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## ELIGIBILITY TO TAKE EXAMINATION (Continued)

**This experience MUST include electro-mechanical or HVAC systems, and at least one other facility maintenance system such as fire suppression, masonry or carpentry.**

Vocational high school, technical school, or trade school education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

**Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination):** 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 in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Foreign Education Fact Sheet on our website.

**Note:** If you have earned a higher-level degree in the United States that supersedes the level of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

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 practical skills 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 or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

## REQUIREMENTS TO BE PROMOTED

**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.

**Driver License Requirement for Maintainers and Helpers:** At the time of appointment, you must have a Class B Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would prevent you from performing the duties of this title.

**Driver License Requirements for Cleaner/Helpers:** If you are considered for promotion to the title of Facility Maintainer, you must meet the requirements in "1" or "2" below at the time of consideration for promotion:

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions that would preclude the performance of the duties of this title; or

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**REQUIREMENTS TO BE PROMOTED (Continued)**

2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

If you qualify under “2” above, your promotion will be subject to the receipt of a Class B 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. If you 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, your employment will be terminated or you will be returned to your previously held title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Facility Maintainer work.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

**Medical Requirement:** Medical guidelines have been established for the position of Facility Maintainer. Candidates will be examined to determine whether they can perform the essential functions of the position of Facility Maintainer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination and/or perform the essential functions of the job.

**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) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

**HOW TO SUBMIT AN APPLICATION**

If you believe you meet the requirements in the “Eligibility to Take Examination” section, you may submit an application during the application period. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the SPECIAL ARRANGEMENTS section below. Applications will **not** be accepted in person.

**Online Applications:**

1. If you are an active MTA employee, apply using the “BSC” employee portal at [www.mymta.info](http://www.mymta.info) by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at [examsunit@nyct.com](mailto:examsunit@nyct.com) for application instructions). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.

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## HOW TO SUBMIT AN APPLICATION (Continued)

2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations’ E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or mailed to the address in the “Correspondence” section on the last page of this Notice of Examination.

## ADMISSION LETTER OR NOTICE OF DISQUALIFICATION

An Admission Letter or a Notice of Disqualification 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 must email a request for a duplicate Admission Letter to [examunit@nyct.com](mailto:examunit@nyct.com). A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **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.

You will be scheduled to take the test as indicated in the above “Test Date” box. You will be randomly assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive practical skills 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 serviced prior to a break in service of more than one year will not be credited.

The practical skills test may test your ability to install, inspect, test, repair and maintain a facility’s electrical, plumbing, heating, air conditioning, fire suppression, carpentry and masonry components and systems.

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## 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 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. 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.

**Social Distancing** and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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.

**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 employee ID when you arrive to take the test.

## THE TEST RESULTS

If you pass the competitive practical skills test 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.

## SPECIAL ARRANGEMENTS

**Late Applications:** See the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting 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 met the Education and Experience Qualification Requirements by the last day of the application period, and you entered an eligible MTA Bus Company title, depot, and union local after the application period but on or before the first date of the practical skills test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or your religious observance, please follow the instructions included in the Special Circumstances Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period. Once reviewed, a response will be emailed. Accommodations due to disability must be requested no later than 30 days prior to the first scheduled test date. Accommodations due to religious observance must be requested no later than 15 days prior to the first scheduled test date.

**Make-Up Tests:** You may apply for a make-up test if you cannot test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or

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## SPECIAL ARRANGEMENTS (Continued)

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 (refer the DCAS General Examination Regulations through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) for additional information); 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 (see the Special Circumstances Guide's DISABILITY section for details).

To request a make-up test, you must submit your request with supporting documentation (as attachments) by email to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or by mail to the address in the "Correspondence" section on the last page of this Notice of Examination. Unless otherwise specified in the Special Circumstances Guide or in the DCAS General Examination Regulations, make-up test requests and supporting documentation must be submitted no later than one week following the close of the application period (see the first page of this Notice of Examination), or, if a circumstance above arises after that date, within one week following the occurrence.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your 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 appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject "Contact Info Update," or you may mail your request to the address at the end of this section. 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 an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info](http://www.mymta.info).** All other correspondences should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com), and please include "Pro. to Facility Maintainer, Exam No. 1400" in the Subject. Or, you can mail your correspondence to the following address:

Pro. to Facility Maintainer, Exam No. 1400  
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.

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MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm)

The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit  
Title Code: MTA10

**Application Period Opened:** August 12, 2020