



Bus Company

Notice of Examination

Promotion to Facility Maintainer, Exam No. 1402

Application Deadline:

March 23, 2021

Type of Test:

Practical Skills Test

Application Fee:

\$68.00

Test Date: (subject to change)

Practical skills testing is expected to begin on May 17, 2021

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

This Notice of Examination contains eligibility requirements, including very specific education and experience qualification requirements. Please read this Notice of Examination 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. They perform minor carpentry, masonry work and 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 by Facility Maintainers and environmental conditions they experience 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 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

Application Period Opened: March 3, 2021

SALARY

The current minimum salary for Facility Maintainer at the Baisley Park, College Point, Eastchester, LaGuardia and Yonkers Depots is \$26.46 per hour for a 40-hour week increasing to \$37.80 per hour in the fourth year of service. The current minimum salary for Facility Maintainer at the Spring Creek Depot is \$25.37 per hour for a 40-hour week increasing to \$36.24 per hour in the fourth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the first date of practical skills test** is employed in the eligible titles of Maintainer, Helper, or Cleaner/Helper and is not otherwise ineligible; and

- 1) Is employed at Baisley Park, College Point, Eastchester, LaGuardia, Yonkers and is represented by the Transport Workers Union (TWU) Local 100, or is employed in Spring Creek Depot and represented by the Amalgamated Transit Union (ATU) Local 1181; and
- 2) 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' 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 are not 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 Associate 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
- C) Is not otherwise ineligible.

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

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be 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).

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: March 3, 2021

ELIGIBILITY TO TAKE EXAMINATION (Continued)

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the practical skills test before we determine if you meet the qualification requirements. If you are marked “Not Qualified,” your application fee will **not** be refunded, and you will **not** receive a score.

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 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 and type 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.

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 promotion, you must have a 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 Requirement 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 A or 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
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A or 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 A or 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.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: March 3, 2021

REQUIREMENTS TO BE PROMOTED (Continued)

The Class A or 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.

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. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. 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 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 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.
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 Regulation E.3.4 to determine if you are entitled to a refund. Please visit 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 or mailed to the address in the “Correspondence” section below.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: March 3, 2021

ADMISSION LETTER OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the practical skills test. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@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 on a date indicated in the above “Test Date” box. You will be 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 competitive 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.

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 Bus Company employee ID when you arrive to take the test.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: March 3, 2021

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: Refer to 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 become eligible after the above application period, but before the first test date.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which practical skills testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which practical skills testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the practical skills test as scheduled 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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the “Correspondence” section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., 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 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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: March 3, 2021

CORRESPONDENCE (Continued)

All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Facility Maintainer, Exam No. 1402" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Facility Maintainer, Exam No. 1402
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 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

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: March 3, 2021