



**REQUIRED FORMS**

Application Form  
Education and Experience  
Test Paper (EETP)  
  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

**NOTICE OF EXAMINATION**

**PROMOTION TO BUS MAINTAINER  
Exam No. 1401**

**WHEN TO APPLY:** From: January 19, 2011      **APPLICATION FEE: \$ 45.00**  
To: February 8, 2011      Payable only by money order to: MTA NYCT/MaBSTOA

**THE TEST DATE:** The practical test is expected to begin on April 6, 2011

**JOB DESCRIPTION:** Bus Maintainers 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, primemovers 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. Vehicles may include trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; manually and electronically document work activities; and perform related work.

Some of the physical activities performed by Bus Maintainers and environmental conditions they experience are working outdoors in all kinds of weather; crawling under and on top of buses; working in confined areas; lifting and carrying heavy parts and equipment; climbing into and out of buses which 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 will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**SALARY:** Rates vary by depot as follows:

**MTA Bus Company:** Rates vary by depot as follows:

*Far Rockaway, John F. Kennedy and Spring Creek* - The current minimum salary is \$20.0515 per hour for a 40-hour week. This rate increases to \$28.6450 after 36 months at the Far Rockaway and John F. Kennedy depots and after 48 months at the Spring Creek depot. Rates are subject to change.

*Baisley Park, College Point, Eastchester, LaGuardia and Yonkers* - The current minimum salary is \$21.6850 per hour for a 40-hour week increasing to \$30.9800 after 36 months. Rates are subject to change.

The benefits of this position include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan. Benefits vary based on the respective collective bargaining agreements of each agency.

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

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

**Education and Experience Requirements:**

- (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 the 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, etc.

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

**Additionally, this examination is not open to employees of New York City Transit or Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA).**

You may be given the test before we verify your eligibility. You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score. If you are not sure if you are eligible for this exam, call your Human Resources representative at (718) 696-3640.

**ELIGIBILITY TO BE PROMOTED:** To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in the eligible title indicated in the "Eligibility to Take Examination" section.

**REQUIREMENTS TO BE PROMOTED:**

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

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no 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 valid in the State of New York with a passenger endorsement and no restrictions.

If you qualify under "2" above, your promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions at the end of a special training course in vehicle operation. If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions, you will be returned to your previous title.

If you have moving violations, a license suspension or an accident record, you may be disqualified. The Class B Commercial Driver License with passenger endorsement and no restrictions must be maintained for the duration of your employment in the title of Bus Maintainer.

**Medical Requirement:** Medical guidelines have been established for the position of Bus Maintainer. You will be examined to determine whether you can perform the essential functions of this position. 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 job.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted.

**HOW TO APPLY:** You may obtain an application for this examination as follows:

1. online, during the application period at <http://www.mta.info>; or
2. in person, Monday through Friday, from 9 am to 3 pm at:

**MTA New York City Transit  
Department of Administration  
180 Livingston Street (Lobby)  
Brooklyn, NY 11201.**

**REQUIRED FORMS:**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper: Only employees in the title of Cleaner/Maintainer's Helper are required to complete this form.** Write your social security number in the box at the top of the cover 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.
3. **Foreign Education Fact Sheet (Required only if you wish to receive 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 the instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet included with your application packet.

**HOW TO SUBMIT APPLICATIONS:** Completed applications will be accepted **by mail only** at the address found in the "Correspondence Section" below, and **must** be received with the specified application fee no later than the last day of the application period. Refer to the "Required Forms" section above, for the forms that you must fill out. Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

**APPLICATION FEE:** An application fee must be submitted, along with the application, in the form of a money order made payable to MTA NYCT/MaBSTOA. The following information **must** be written on the face of the money order: your name, home address, the last four digits of your social security number and the exam title and number. **Cash and personal checks will not be accepted.** Save your money order receipt for future reference and proof of filing an application.

**THE TEST:** You will be given a practical test. A score of at least 70% is required to pass this 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. Seniority will be calculated as follows: a base rating of 70% for all candidates who meet the eligibility requirements, plus 3% for each year of service in MTA Bus Company or one of the private bus companies consolidated under the MTA Bus Company to a maximum of 100% for 10 or more years of eligible service. Partial seniority credit will be given for each day served as an MTA Bus employee. Time served prior to a break in service of more than one year will not be credited.

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.

**ADMISSION CARD:** You should receive an Admission card in the mail about 10 days before the first date of the practical test. If you do not receive an Admission Card at least 4 days before the first date of the practical test, you should call (347) 643-8088 or (347) 643-8083 to obtain the date, location and time you are scheduled for the test.

**THE TEST RESULTS:** If you pass the practical 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. You must meet all requirements and conditions to be considered for promotion. You will be considered for promotion based on your work location and list number as described in the following paragraph:

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. And vacancies at the Spring Creek depot will be filled through the canvassing of eligible candidates employed at that depot in list order.

**ADDITIONAL INFORMATION:**

**Training:** You are required to complete and pass all parts of a training course in bus maintenance operations before the end of a 12-month probation period. Those probationary employees who do not successfully complete this training course will be returned to their previous title.

**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 can not 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.

**Special Testing 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 for Examination and mail your request no later than 30 days prior to the scheduled first date of the practical test to the address found in the "Correspondence Section" below.

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. compulsory attendance before a public body; or
2. on-the-job injury or illness; or
3. absence for one week following the death of a 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 Bus Company is responsible.

To request a make-up test, mail your request to the Department of Administration with your documentation of special circumstances to the address found in the "Correspondence Section" below.

**CORRESPONDENCE SECTION:**

All correspondence including the submission of your application **must** be sent to the address below.

**MTA New York City Transit  
c/o Promotion to Bus Maintainer , Exam No. 1401  
P.O. Box 24463  
Brooklyn, NY 11202-4463**

MTA Bus Co. 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 AND SENIORITY RATINGS, AS DESCRIBED ABOVE.

NYCT / MaBSTOA / MTA Bus Co. PERSONNEL TESTING, SELECTION & CLASSIFICATIONS UNIT  
Title Code: MTA03