



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

REQUIRED FORM(S)

Application Form

NOTICE OF EXAMINATION

PROMOTION TO BUS MAINTAINER CHASSIS Exam No. 3503

WHEN TO APPLY: From: November 4, 2009 To: November 24, 2009 **APPLICATION FEE: \$60.00**
Payable only by money order to MaBSTOA

THE TEST DATE: The practical test is expected to begin on Monday, April 19, 2010.

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, 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, buses, and motor and transit coaches of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; document, both manually and electronically, 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 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 Chassis 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: The current minimum salary is \$26.3925 per hour for a 40-hour week increasing to \$28.6450 after 36 months. These rates are subject to change.

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

1. is employed in the title of Maintainer's Helper, Cleaner/Maintainer's Helper or Stock Worker; and
2. is not otherwise ineligible.

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. 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.

This examination is not open to employees of New York City Transit or MTA Bus Company.

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 as indicated in the "Eligibility to Take Examination" section above.

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 bus 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 serious 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.

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 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. by mail. Send a self-addressed stamped envelope to the address found in the "Correspondence Section" on page 3; or
3. in person, Monday through Friday, from 9 am to 3 pm at:

**MTA NYCT/MaBSTOA
Department of Administration
180 Livingston Street (Lobby)
Brooklyn, NY.**

REQUIRED FORM(S):

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.

HOW TO SUBMIT APPLICATIONS: Completed applications will be accepted **by mail only** at the address found in the "Correspondence Section" on page 3, and **must** be received with the specified application fee no later than the last day of the filing period. Refer to the "Required Form(s)" section above, for the form(s) that you must fill out.

APPLICATION FEE: An application fee must be submitted, along with the application, in the form of a money order made payable to **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 90% of your final score. Your seniority will determine the remaining 10%. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of completed, permanent, continuous service with MaBSTOA. Your service will be credited through the date of the test, up to a maximum of 10 years.

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 the NYCT/MaBSTOA Personnel Testing, Selection & Classification Unit at (347) 643-8084 or (347) 643-8088 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. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

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 probationary 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 to the address found in the "Correspondence Section" below no later than 30 days prior to the scheduled test date.

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; 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 MaBSTOA 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 NYCT / MaBSTOA
c/o Promotion to Bus Maintainer Chassis, Exam No. 3503
P.O. Box 24463
Brooklyn, NY 11202 - 4463.**

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 AND SENIORITY RATINGS, AS DESCRIBED ABOVE.

NYCT / MaBSTOA PERSONNEL TESTING, SELECTION & CLASSIFICATIONS UNIT
November 2009
Title Code: **M2516**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE