



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant and Equipment Maintainer, Exam No. 3212

Application Deadline:

February 15, 2023

Type of Test:

Practical Skills Test

Application Fee:

None

Test Date: (subject to change)

Practical skills testing is expected to begin on May 24, 2023

JOB DESCRIPTION

Plant and Equipment Maintainers, under supervision, perform general facility/building maintenance work at MaBSTOA bus depots, repair shops, buildings and facilities. They install, inspect, test, repair and maintain electrical, plumbing, air conditioning, heating, carpentry, masonry, fire suppression and bus wash/lift/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 Plant and Equipment Maintainers are: driving; loading and unloading light utility trucks; lifting heavy equipment weighing up to 75 pounds; lifting equipment overhead; climbing and descending ladders; working at heights up to 50 feet; using hand and power tools; working on roof tops; crouching and kneeling to reach equipment being repaired; making visual inspections of equipment; distinguishing color-coded wiring; reading blueprints and schematics; working outdoors in all weather conditions.

Special Working Conditions: Plant and Equipment 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.)

SALARY

The current minimum salary for Plant and Equipment Maintainer is \$34.84 per hour for a 40-hour work week increasing to \$40.81 per hour in the sixth year of service. These rates are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 1, 2023

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who **on the first date of the practical skills test**

- Is employed in the title of Cleaner/Maintainer's Helper; Maintainer's Helper, Bus Maintainer (Body), Bus Maintainer (Chassis) and Plant and Equipment Maintainer in any specialty; and
- Is not otherwise ineligible.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. 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 or MTA Bus Company, or to employees of MTA agencies other than MaBSTOA.

THE TEST

You will be given a qualifying practical skills test. A score of at least 70% is required to pass this test.

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.

Seniority will determine 100% of your final score. You must pass the qualifying practical skills test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MaBSTOA, up to a maximum total of 100 for 10 years of service. Your service will be credited through the first date of the qualifying practical skills test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

The practical skills test may require you to perform tasks that demonstrate your

- **Technical Knowledge** - Knowledge of the operation, maintenance, repair or construction of electrical, plumbing, air conditioning, heating, carpentry and masonry systems or components
 - *Example: Locating a defect using point-to-point troubleshooting.*
- **Technical Ability** - Ability to perform the maintenance, repair or construction of electrical, plumbing, air conditioning, heating, carpentry and masonry systems or components
 - *Example: Using a circuit schematic to trace the circuit you are working on.*
- **Safety** - Knowledge of safe work practices
 - *Example: Using insulated tools when maintaining electrical equipment.*

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 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 the latest version of Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 1, 2023

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. A confirmation number will appear on the same page after submitting your application (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.

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.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 1, 2023

HOW TO SUBMIT AN APPLICATION (Continued)

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:

1. Email us at examsunit@nyct.com with the subject "Contact Info Update;" or
2. 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).**

All other correspondence should be sent to examsunit@nyct.com and must include "Assignment to Plant and Equipment Maintainer, Exam No. 3212" in the Subject. Alternatively, you can mail your correspondence to the following address:

Assignment to Plant and Equipment Maintainer, Exam No. 3212
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

TEST REQUIREMENT GUIDELINES

An Admission 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 must email a request for a duplicate Admission Letter 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.

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 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 date recording capabilities such as planners, organizers, etc. are prohibited. If use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results and your test score may be nullified.

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 practical skills test and no one may wait for 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 and your test score may be nullified.

Proof of Identity: You must present your MTA New York City Transit employee ID when you arrive to take the test.

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TEST RESULTS

If you pass the qualifying practical skills test and are marked eligible, your name will be placed in seniority 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 assignment when your name is reached on the eligible list.

REQUIREMENTS TO BE ASSIGNED

Drug Screening Requirement: You must pass a drug screening in order to be assigned, and if assigned, 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 assigned to this safety-sensitive position.

Driver License Requirement: At the time of assignment, you must possess a Class A or Class B Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified. The Class A or Class B CDL with no disqualifying restrictions must be maintained for the duration of your employment in the title.

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.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

PENALTY FOR MISREPRESENTATION

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

SPECIAL CIRCUMSTANCES Directions for submission of requests
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Note: **These directions are designed to assist you in completing Section 17 and 18 on the APPLICATION FOR EXAMINATION form and to inform you how to notify us of a CHANGE OF ADDRESS. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.**

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 15 days prior to the scheduled test date.

The request must include:

• your full name • your social security number	• the exam number • the exam title
• a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.	

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

• your full name • your social security number • the exam number	• the exam title • the specific nature of your disability • a justification for the special accommodations
• a statement corroborating your disability by a doctor or agency authorized for this purpose.	

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(C) CHANGE OF ADDRESS:

All correspondence with employees will be mailed to the address on record with the MTA Business Service Center (BSC). The address on the application must match the address on record with their departments.

Employees may submit changes to their address or other contact information in one of the following ways:

- **Use the BSC Self-Service Portal and submit the change yourself**
- **Contact the BSC by phone at (646) 376-0123 or by email at bscservice@mtabsc.org**