

Job Description

Job Title: Bus Maintainer – Group A (Auto Body Technician)

Job ID:

Location: Various

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Information:

First Date of Posting: March 4, 2024

Last Date of Filing: Until Filled

Authority: New York City Transit (TA)

Department: Bus Maintenance

Division/Unit: Buses

Reports to: Maintenance Supervisor (Surface)

Work Location: Various

Hours of Work: Various

***This is a civil service position. Selected candidates must pass a civil service examination and be appointed or promoted from the resulting list to gain permanent status and retain their employment in this position.**

****Incumbents who are currently permanently employed in the title of Maintainer's Helper – Group B in the Department of Buses for at least one year are eligible to be promoted on a provisional basis.**

Compensation:

Salary Range: The current minimum salary for Bus Maintainer - Group A is \$34.86 per hour for a 40-hour week increasing to \$41.01 per hour in the sixth year of service. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

Responsibilities:

Bus Maintainers - Group A, under supervision, maintain, install, inspect, test, alter and repair the bodies and related mechanical, structural, and electrical equipment of buses and other automotive vehicles, including servicing, repairing and installing doors, seats, windows, framing, sheeting, hand bars, signs, floors, radiators, heat exchangers, bumpers, light fixtures and headlights; make and repair sheet metal or fiberglass body sections and structural members of buses using such tools and machines as are necessary; weld bus bodies and parts; disassemble bus bodies and parts using burning equipment; prepare vehicle bodies for painting; sand as necessary; spray and brush paint bus, truck and automobile bodies; manually and electronically document work activities; read and interpret technical documents, diagrams, and schematics; drive motor vehicles and operate machinery; and perform related work.

Some of the physical activities performed by Bus Maintainers – Group A and environmental conditions experienced are: crawling under buses and working in confined spaces; getting out of the way of moving buses and overhead cranes; distinguishing colors when mixing and matching paints; climbing and descending ladders; wearing goggles, gloves or respirators when required; using both hands to work overhead for extended periods of time; responding to audible signals such as alarms, bells, horns and whistles; responding to visual signals including distinguishing colored lights; and lifting and carrying heavy tools and equipment.

Internal Candidates: This position is open to each employee of MTA New York City Transit that is permanently (not provisionally) employed in the eligible title of Maintainer's Helper – Group B, in the Department of Buses, and has been permanently employed in such title for not less than one year; and is not otherwise ineligible.

OR

External Candidates: When you apply, you must meet the following requirements:

1. Four years of full-time, satisfactory experience as a journey-level mechanic (i.e., a fully-trained, knowledgeable, experienced, proficient and competent mechanic) performing collision work, body and fender work, and automotive welding on passenger automobiles, trucks, or buses; or performing air frame repair; or
2. Three years of full-time satisfactory experience at the journey level as described in paragraph “1.” above, plus completion of one of the following listed below before obtaining your journey-level experience:
 - A. Two years of full-time, satisfactory experience as a mechanic’s helper, apprentice, or trainee performing or assisting in the work described above; or
 - B. Graduation from a vocational high school with a major course of study in auto body and collision repair, auto mechanics or a closely related field; or
 - C. Graduation from a trade school or technical school with a major course of study in auto body and collision repair, auto mechanics, or a closely related field, totaling 600 hours; or
 - D. An AAS degree or higher in auto body and collision repair, auto mechanics or a closely related field, from an accredited college or university.

If you have qualifying part-time experience, it will be credited on a prorated basis.

How to Apply:

1. If you meet the Education and Experience Requirements above, apply at www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info). 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.
2. To apply, log into your existing account, or create an account if you do not yet have one.
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).

Selection Method / Admission Letter:

Candidates may be asked to participate in one or more of the following: an education and experience test, a written assessment, a practical skills assessment and/or a structured interview.

Applicants must keep their contact information (email, mailing, phone) up to date. The contact information you entered in your online profile with the MTA will be used to contact you. You can update your address and other contact information by logging into your MTA profile or by sending an email to examsunit@nyct.com.

Requirements to be Appointed or Promoted:

Driver License Requirement: At the time of appointment or promotion, you must possess a Motor Vehicle Driver License valid in the State of New York.

Within 14 days of appointment or promotion, you must obtain a Learner Permit for a Class A or a Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no airbrake restrictions, or any other disqualifying restrictions. Additionally, a Class A or Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions, and no other disqualifying restrictions must be obtained within 120 days of appointment or promotion. Failure to do so may result in termination or a return to your previously held permanent 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 a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license must not include any restrictions which would preclude the performance of Bus Maintainer – Group A 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 Bus Maintainer – Group A. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

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

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA Bus Company.

Training Requirement:

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 or a return to your previously held permanent title.

Equal Employment Opportunity:

MTA is an Equal Opportunity Employer, including veteran status and individuals with disabilities. The MTA encourages qualified applicants from diverse backgrounds and experiences, including military service members, to apply.

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