



Notice of Examination

Maintainer (Bridges and Tunnels), Exam No. 5605

Application Deadline:

February 22, 2025

Type of Test:

Multiple-Choice Test

Application Fee:

\$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

Multiple-Choice Test Date:

(subject to change)

Testing is expected to begin on
Thursday, April 10, 2025

JOB DESCRIPTION

Maintainers (Bridges and Tunnels) is a technical class of positions responsible for the maintenance, repair and operation of various facilities and equipment of MTA Bridges and Tunnels. At assignment level I, under close supervision, they assist in the maintenance, repair and operation of MTA Bridges and Tunnels equipment and facilities. They assist in the maintenance of buildings, fixed and movable bridges, tunnels, and parts of these structures; climb bridge structures and main suspension cables to perform work on same; assist in the operation of movable bridges; assist in the maintenance of and making repairs to electrical wiring systems, power and control equipment and mechanical equipment, such as fans, pumps and heating boilers; assist in the operation and maintenance of automotive and mobile equipment used by MTA Bridges and Tunnels in the maintenance of its services and structures; assist in the clearing and cleaning of buildings, bridges, approaches and tunnels; assist in painting and installing signs; assist in the use and maintenance of shops required for the continued operations of MTA Bridges and Tunnels facilities; assist in clearing of snow, debris removal and cleaning of MTA Bridges and Tunnels' facilities; drive motor vehicles, trucks, and operate heavy duty equipment; may work with welding and burning equipment; and perform related work.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

Some of the physical activities performed by Maintainers (Bridges and Tunnels) and environmental conditions experienced are: walking to and from equipment sites to perform operations and maintenance duties; working in various weather conditions; and climbing bridge structures and main suspension cables and performing work on same. Maintainers (Bridges and Tunnels) may be required to work at heights from movable or fixed platforms.

Special Working Conditions: Maintainers (Bridges and Tunnels) 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 AND BENEFITS

The current minimum salary for Maintainer (Bridges and Tunnels), is \$60,869 per annum increasing to \$80,491 per annum in the fourth year of service. These rates are subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of MTA Bridges and Tunnels. 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.

HOW TO QUALIFY

Education and Experience Requirements must be met by **the last day of the Application period:**

1. Two years of full-time satisfactory experience installing, maintaining or repairing mechanical or electrical equipment or performing structural repairs; or
2. Two years of full-time satisfactory experience as a tow truck operator; or
3. One year of experience as described in “1” or “2” above, preceded by:
 - a. Graduation from a trade school or technical school, with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field, totaling 600 hours; or
 - b. Graduation from a vocational high school with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field; or
 - c. An associate degree or higher degree in electrical work, electronic technology, electrical engineering, mechanical work, mechanical technology, mechanical engineering, automotive work, 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.

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).

Test Site Education and Experience Response Form: On the date of the multiple-choice exam, you will be required to document that you met the education and experience requirements by the end of the application period for this examination. You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked “Not Qualified,” your application fee will **not** be refunded, and you will **not** receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

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 our website at http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet.

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.

THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed 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 Test Accommodations” subsection below.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **Electrical:** Basic knowledge of electrical and electronic devices and principles; ability to install, maintain, troubleshoot/test with standard testing equipment and repair electrical devices.
 - Example: *Fixing or replacing a light ballast.*
- **Plumbing:** Basic knowledge of the safe installation, testing, maintenance, and repair of plumbing systems and fixtures.
 - Example: *Using a snake to unclog a toilet.*
- **Automotive Theory:** Basic knowledge of the safe maintenance, troubleshooting and repair of various types of vehicles, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories.
 - Example: *Performing an oil change on a motor vehicle.*
- **Tool Usage:** Knowledge of various trade related hand tools, power tools and/or multi-purpose tools and their proper safe usage.
 - Example: *Using a multimeter to diagnose an electrical issue.*
- **Construction Materials:** Knowledge of materials used in maintenance work such as piping, sheet metal, paints, paving and masonry materials; can include common hardware and fasteners.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

- Example: *Acquiring the materials necessary for mixing cement.*
- **Safety:** Knowledge of safe work practices and precautions involving scaffolds, ladders, electrical equipment and machinery.
 - Example: *Performing Lockout – Tagout safety procedures when working on a circuit.*
- **Measurements and Computations:** Ability to make appropriate measurements and computations using various tools and equipment.
 - Example: *Using a multimeter and Ohm's law formulas to calculate resistance.*
- **Mathematic Calculations:** Ability to perform mathematical calculations in relation to various trades and shop work.
 - Example: *Calculating the amount of material necessary to complete an assignment.*
- **Written Comprehension:** Ability to understand written English sentences and paragraphs.
 - Example: *Understanding written bulletins released by MTA Bridges & Tunnels.*
- **Deductive Reasoning:** Ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.
 - Example: *Applying MTA Bridges & Tunnels rules and regulations to situations to determine the appropriate action that must be taken.*
- **Inductive Reasoning:** Ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions.
 - Example: *Determining an action that must be taken based on a combination of observations and conversations between supervisors and senior maintainers.*
- **Mechanical Aptitude:** Ability to understand and apply mechanical concepts and principles to solve problems.
 - Example: *Understanding that a tire needs air after low pressure is identified.*
- **Information Gathering:** Ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. These things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
 - Example: *Following the step-by-step instructions of a manual to properly troubleshoot electrical equipment.*

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com during the application period. 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 Test Accommodations" subsection below.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

Online Applications:

1. If you are not an active MTA employee, apply using 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

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).

IMPORTANT: If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by March 10, 2025 you must submit documentation supporting your fee waiver request by mail to Maintainer (Bridges and Tunnels), Exam No. 5605, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request 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.

5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as "MTA NYCT Exam Fee." Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

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.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special test 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 the multiple-choice testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the multiple-choice testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

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, parent-in-law, 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; or
7. Pregnancy, childbirth or a related medical condition.

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.

Late Filing for MTA Bridges and Tunnels Provisional Employees: Refer to the “Correspondence” section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

- are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

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, MTA Bridges and Tunnels employees, and employees of other MTA related agencies must also visit the employee portal at www.mymta.info to update their contact information through the “BSC.”**

All other correspondence should be sent to examsunit@nyct.com and must include “Maintainer (Bridges and Tunnels) , Exam No. 5605” in the Subject. Alternatively, you can mail your correspondence to the following address:

Maintainer (Bridges and Tunnels),
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

TEST SITE REQUIREMENTS

Admission Letter: An Admission Letter will be mailed to you at least 10 days before the first date of the multiple-choice 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 above 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, 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.

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.

You are also not permitted to use on site any medical assistive devices, including those that give notification or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: examsmakeups@nyct.com.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver’s license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

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.

THE TEST RESULTS

If you meet the education and experience requirements and pass the competitive multiple-choice test, your name will be placed 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 appointment when your name is reached on the eligible list.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, you must possess:

1. A Class A Commercial Driver License (CDL) valid in the State of New York, with endorsements for Tow Truck, Hazardous Materials, Tank Vehicles, Doubles/Triples, Tank/Hazmat and Passenger Transport; without a restriction for “No Airbrake Equipped CMV” and with no other restrictions that would preclude the performance of the duties of Maintainer (Bridges and Tunnels); or

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 8, 2025

2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A CDL valid in the State of New York as described in “1” above.

If you qualify under “2” above, your appointment will be subject to the receipt of the CDL described in “1” above at the end of an MTA Bridges and Tunnels sponsored special training course for appointees who need to obtain the CDL, including sponsoring of one road test as a condition of further

employment. If you fail to successfully complete the special training course, including receipt of the required CDL, your employment will be terminated.

The CDL, as described above, must be maintained for the duration of your employment. If you have moving violations, a license suspension or an accident record, you may be disqualified.

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 Maintainer (Bridges and Tunnels). 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, and if appointed, 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 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 Bridges and Tunnels.

ADDITIONAL INFORMATION

Training: You will be required to pass a maintenance training and safety program upon hire. Failure to successfully complete the training course may result in termination.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

PENALTY FOR MISREPRESENTATION

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