MTA Bus Company

Notice of Examination

Promotion to Bus Maintainer (Chassis)

Exam No. 5401

Application Deadline:

March 15, 2025

Types of Tests:

Multiple-Choice Test and Structured Interview

Application Fee:

The application fee will be waived for this exam only. This is not a precedent for future exams.

Multiple-Choice Test Dates:
(subject to change)

Saturday, May 31, 2025 or
Sunday, June 1, 2025

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

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, prime movers 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. Bus Maintainers (Chassis) operate vehicles, including trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; keep written and electronic records of 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 weather conditions; crawling into and out of buses that 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; responding to sounds from warning bells, horns, and vehicle movement; and wearing required personal protective equipment.

Special Working Conditions: Bus Maintainers (Chassis) 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: February 1, 2025

SALARY

The current minimum salary for Bus Maintainer (Chassis) is $29.56 per hour for a 40-hour work week increasing to $42.24 per hour in the fourth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA Bus Company who **on the first date of the multiple-choice test**

1. is employed in the title of Maintainer's Helper; **or**
2. is employed in the title of Cleaner/Maintainer's Helper and meets **one** of the following education and/or experience qualification requirements by the last day of the application period:
    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. Graduation 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. Graduation 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. Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field; and
3. is not otherwise ineligible.

NOTE: All applicants will be required to provide their education and experience when they apply online, and if applicable, have their foreign education submitted in accordance with the instructions below.

Some examples of unacceptable experience include: 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.

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).

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the tests before we verify your eligibility. If you are marked "Not Eligible," you will **not** receive a score.

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

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.

This examination is **not** open to employees of New York City Transit or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

THE TEST

You will be given a competitive multiple-choice test and a qualifying structured interview. A score of at least 65% is required to pass the competitive multiple-choice test and the qualifying structured interview. Only those who meet the qualifying education and experience requirements and pass the competitive multiple-choice test will be scheduled to attend the qualifying structured interview.

You will be scheduled to take the multiple-choice test on the date 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.

Your score on the competitive multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive multiple-choice test and the qualifying structured interview to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100 for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time serviced prior to a break in service of more than one year will not be credited.

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

- **Automotive Theory**: Knowledge of maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories, utilizing safe work practices
    - *Example: Using proper automotive maintenance techniques to maintain a bus*
- **Tool Usage**: Ability to properly select and safely use materials, machinery and tools of the trade
    - *Example: Using a screwdriver to remove a screw*
- **Schematics and Calculations**: Ability to read and interpret schematics containing specifications, drawings, relevant mathematical calculations, and other related areas
    - *Example: Using a circuit schematic to trace the circuit you are working on*
- **Vehicle Component Maintenance:** Ability to install, repair, and adjust vehicle components utilizing safe work practices
    - *Example: Performing a wheel alignment*
- **Electrical Equipment:** Knowledge of proper maintenance, troubleshooting, and repair techniques of electrically operated equipment utilizing safe work practices and meters
    - *Example: Using a multimeter to determine if a fuse is blown*

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. 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. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the MTA Business Service Center (BSC) employee portal at www.mymta.info by the last day of the application period. 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. 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 and authorizing a payroll deduction (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.

If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Bus Maintainer (Chassis), Exam No. 5333, you will only be permitted to take the tests for this title one time.

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 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 testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the 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, 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.

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 Bus employees 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 "Promotion to Bus Maintainer (Chassis), Exam No. 5401" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Bus Maintainer (Chassis), Exam No. 5401
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS

An Admission Letter will be mailed to you about 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 and your test score may be nullified.

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 notifications 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.

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 employee ID when you arrive to take the test.

THE TEST RESULTS

If you pass the competitive multiple-choice test and the qualifying structured interview 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 will be considered for promotion when your name is reached on the eligible list.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in one of those titles or your name must appear on a Preferred List for one of those titles. Additionally, you must have served permanently in an eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

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

Within 14 days of promotion, you must obtain a Learner Permit for 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 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 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 (Chassis) 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 (Chassis). Candidates will be examined to determine whether they 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 promoted, and if 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 promoted to this safety-sensitive position.

Pre-Promotional Evaluation: All promotions are subject to pre-promotional evaluations.

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 or being returned to your previously held title.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated or returned to your previously held permanent title.

PENALTY FOR MISREPRESENTATION

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