New York City Transit

Promotion to Heating and Air Conditioning Maintainer

(Exam No. 5723)

Please be advised that the salary for this title is scheduled to increase to a minimum of $37.16 per hour for a 40-hour work week increasing to $43.72 per hour in the sixth year of service. This increase is scheduled to take effect on May 16, 2025 as per the most recent collective bargaining agreement.

Please Continue Reading This Entire Notice of Examination for ALL Details and Application Steps

Please Carefully Read the Notice of Examination

New York City Transit

Notice of Examination

Promotion to Heating and Air Conditioning Maintainer, Exam No. 5723

Application Deadline:
May 15, 2025

Types of Tests:
Multiple-Choice Test & Practical Skills Test

Application Fee:
$85.00

Multiple-Choice Test Date:
(subject to change)
Saturday, July 12, 2025 or Sunday, July 13, 2025

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

JOB DESCRIPTION

Heating and Air Conditioning Maintainers, under supervision, maintain, install, inspect, test, alter, and repair heating and air conditioning systems and equipment of MTA New York City Transit structures, such as shops, stations, and buildings. They work on air conditioners and components, such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves. They work on boilers, furnaces and components, such as boiler sections, heaters, radiators, piping, pumps, motors, and electrical and electronic controls and valves. They solder and braze, keep records, write reports, and perform related work.

Some of the physical activities performed by Heating and Air Conditioning Maintainers and environmental conditions experienced are: loading and driving light utility trucks; lifting equipment weighing up to 75 pounds; lifting equipment overhead; climbing and descending ladders; working at heights of up to 50 feet; crouching to reach equipment being repaired; making visual inspections of equipment; distinguishing colored wiring; and reading blueprints and schematics.

Special Working Conditions: Heating and Air Conditioning 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 Heating and Air Conditioning Maintainer is $35.90 per hour for a 40-hour work week increasing to $42.24 per hour in the sixth year of service. These rates are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: April 1, 2025

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the multiple-choice test:**

1. Has, as a non-competitive Transit Electrical Apprentice, satisfactorily completed the 3-year Transit Electrical Apprentice program in the Heating and Air Conditioning Subdivision and is currently employed in the Heating and Air Conditioning Subdivision; and
2. Is not otherwise ineligible.

The admission of employees who completed the Transit Electrical Apprentice program as a non-competitive Transit Electrical Apprentice is pursuant to Section 52(12) of the New York Civil Service Law.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the Application. If you do not know if you are eligible, check with **your department's Human Resources representative**. You may be given the test and/or assessments 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 MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass the qualifying multiple-choice test and a score of at least 65% to pass the competitive practical skills test.

You will be scheduled to take the qualifying multiple-choice 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.

Only those who pass the qualifying multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the qualifying multiple-choice test and the competitive practical skills test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed continuous service with any agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in non-competitive class titles. Your service will be credited through the first date of the qualifying multiple-choice test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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 and practical skills tests may measure your knowledge, skills and abilities in the following and other related areas:

- **Basic Electrical Theory:** Knowledge of electrical principles and theories, and how to apply them safely
    - Example: *Utilizing Ohm's Law to calculate current*

- **Electrical, Mechanical, Pneumatic and Hydraulic Devices:** Knowledge, skills and abilities pertaining to the safe installation, testing, maintenance and repair of components systems related to the heating and air conditioning trade
    - Example: *Repairing boilers, furnaces and other components within various NYCT structures*
- **Tool Usage:** Knowledge of hand tools, power tools and/or multi-purpose tools and their proper and safe usage in the electrical, mechanical, hydraulic, electro-mechanical trade
    - Example: *Using a screwdriver to remove a screw*
- **Schematics:** Ability to read and interpret specifications and drawings
    - Example: *Using a circuit schematic to trace the circuit you are working on*
- **Mathematical Calculations**: Ability to perform mathematical calculations
    - Example: *Performing a calculation to determine the length of wire needed for a task*

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.

If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Heating and Air Conditioning Maintainer, Exam No. 5620, you will only be permitted to take the test(s) for this title one time.

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 (non-active MTA employees and applicants requesting a fee waiver 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.
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. Active MTA employees must pay the application fee via payroll deduction.
5. 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.

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.

If you submit an application for this promotion examination and you also submit an application for the open competitive examination for Heating and Air Conditioning Maintainer, Exam No. 5620, you will only be permitted to take the test(s) 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 multiple-choice testing and/or 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 multiple-choice testing and/or practical skills testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice and/or 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, 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 New York City Transit 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 Heating and Air Conditioning Maintainer, Exam No. 5723" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Heating and Air Conditioning Maintainer, Exam No. 5723
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, 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 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, your test score may be nullified, and your application fee will not be refunded.

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

THE TEST RESULTS

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

REQUIREMENTS TO BE PROMOTED

From the non-competitive title of Transit Electrical Apprentice: At the time of promotion, you must be employed in the Heating and Air Conditioning Subdivision.

Driver License Requirement: At the time of promotion, you must have a Motor Vehicle Driver License 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. This license must be maintained for the duration of your employment in the title.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

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.

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 promotion, and may result in criminal prosecution.