New York City Transit

Notice of Examination

Bus Maintainer – Group A ((Auto Body Technician)), Exam No. 5627

Application Deadline:

July 15, 2025

Types of Tests:

Education and Experience Test & Structured Interview

Application Fee:

$88.00

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.

Test Date: (subject to change)

Structured Interviews are expected to begin on Tuesday, September 2, 2025

The eligible list resulting from this examination may also be used to fill vacancies in the title of Car Maintainer – Group C. Eligible candidates who accept or decline appointment either as a Bus Maintainer – Group A or as a Car Maintainer – Group C will have their name removed from the eligible list.

JOB DESCRIPTION

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: June 1, 2025

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.

Car Maintainers – Group C, under supervision, paint the insides and outsides of Transit Authority car equipment. They do all coats of hand and/or spray painting of car equipment; file and prime surfaces; match colors and mix paint; use tools and equipment; keep records; and perform related work.

Special Working Conditions: Bus Maintainers – Group A and Car Maintainers – Group C 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 Bus Maintainer – Group A is $37.16 per hour for a 40-hour work week increasing to $43.72 per hour in the sixth year of service. The current minimum salary for Car Maintainer – Group C is $38.80 per hour for a 40-hour work week increasing to $45.65 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.

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period,** 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 associate 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.

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).

The following types of experience are not acceptable: automotive engine and transmission mechanic; automobile or truck assembly line mechanic; dealership make-ready mechanic; gas station attendant; specialty replacement shop mechanic; salvage and junkyard mechanic; sheet metal worker; iron worker; and similar positions.

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the structured interview before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and 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.

THE TEST

The test will consist of two distinct components: a competitive education and experience test and a qualifying structured interview.

A score of at least 70% is required to pass the competitive education and experience test. Your score on this competitive education and experience test will be used to determine 100% of your final score and your place on an eligible list. On the competitive education and experience test, you will receive a score of 70 points for meeting the qualification requirements listed in the "How to Qualify" section. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as a journey-level mechanic with an employer performing body work such as the maintenance, inspection, testing, alteration and repair of bodies and related mechanical, structural, and electrical equipment of buses and other automotive vehicles for:	**You will receive up to:**
At least 1 year but less than 2 years	4 points
At least 2 years but less than 3 years	8 points
At least 3 years but less than 4 years	12 points
At least 4 years but less than 5 years	16 points

At least 5 years but less than 6 years	20 points
At least 6 years but less than 7 years	24 points
At least 7 years but less than 8 years	27 points
8 or more years	30 points

A score of 65% is required to pass the qualifying structured interview. Only those who meet the competitive education and experience requirements will be scheduled to take the qualifying structured interview. Your score on the competitive education and experience test will be used to determine your place on the eligible list.

You will be scheduled to take the structured interview 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 qualifying structured interview may measure your knowledge, skills, and abilities in the following and other related areas:

- **Body Work Repair:** The ability to safely maintain and repair bodies, undercarriages, and associated components of buses, automobiles, and trucks
  - Example: *Using the proper welding technique to weld a bus's frame*
- **Body Sheeting:** The ability to safely perform body sheeting repair, preparation, and painting
  - Example: *Preparing a bus body for paint*
- **Tool Usage:** Knowledge of hand tools, power tools and/or multi-purpose tools and their proper and safe usage in the electro-mechanical trade
  - Example: *Using a screwdriver to remove a screw*
- **Schematics and Calculations:** Ability to read and interpret specifications and drawings; relevant mathematical calculations, and other related areas
  - Example: *Using a circuit schematic to trace the circuit you are working on*

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 3 below. You will have until midnight Eastern time on the last day of the Application Period (July 15, 2025) to clearly specify in detail all of your relevant education and

experience on your Education and Experience Test and submit it in Microsoft Forms. If you do not submit your Education and Experience Test in Microsoft Forms by midnight Eastern time on the last day of the Application Period (July 15, 2025), your application will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Online Applications:

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

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

   IMPORTANT: If you are requesting a fee waiver, proceed to Step 7, you should not complete Steps 4, 5, or 6 below. Instead, by July 29, 2025, you must submit documentation supporting your fee waiver request by mail to Bus Maintainer – Group A, Exam No. 5627, 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.
4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
5. 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.
6. 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.

7. Once you complete the payment, please click the following link: https://forms.office.com/g/Pm7J6r5vXh. This link will bring you to a Microsoft Forms Education and Experience Test Paper that must be completed to finalize the application process. You will be found "not qualified" for this examination if you do not complete and submit the Education and Experience Test Paper through MS Forms.

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 structured interview 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 structured interview is expected to begin.

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

Late Filing for MTA New York City Transit 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 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 New York City Transit 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 "Bus Maintainer – Group A, Exam No. 5627" in the Subject. Alternatively, you can mail your correspondence to the following address:

Bus Maintainer – Group A, Exam No. 5627
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS

Admission Letter or Notice of Proposed Disqualification: An Admission Letter or a Notice of Proposed Disqualification will be emailed to you at least 10 days before the first date listed in the above "Test Date" box. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 10 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.com. A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their email address **up to date**. Please refer to the "Correspondence" section above for instructions on how to update your email 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.

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 pass the competitive education and experience test and the qualifying structured interview, 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 email of your 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 a Motor Vehicle Driver License valid in the State of New York.

Within 14 days of appointment, 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 appointment, or your employment will be terminated. 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 or Car Maintainer – Group C 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 and Car Maintainer – Group C. 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 New York City Transit.

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.

Promotion Examination: A promotion examination for this title is being held for eligible New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION

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