MTA Bus

NOTICE OF EXAMINATION

PROMOTION/ASSIGNMENT TO FACILITY MAINTAINER
Exam No. 6412

WHEN TO APPLY: **From: 4/1/2026**

To: 4/30/2026

APPLICATION FEE:

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

TYPE OF TEST:

Practical Skills Test

TEST DATE:

Practical Skills testing is expected to begin on Monday, July 20, 2026

This Notice of Examination contains Eligibility Requirements, including very specific Education and Experience Qualification Requirements. Please read this Notice of Examination carefully before you submit an application.

JOB DESCRIPTION:

Facility Maintainers, under general supervision, perform general facility and building maintenance work at MTA bus depots, repair shops, buildings and facilities. They install, inspect, test, repair and maintain electrical, plumbing, air conditioning and heating systems; perform carpentry and masonry work; service and maintain fire suppression and bus wash/lift/fuel systems; change filters; paint; repair flooring and walls; keep records; prepare reports; and perform related work.

Some of the physical activities performed by Facility Maintainers and environmental conditions they experience are: driving, loading and unloading light utility trucks, operating fork and platform lifts, lifting and carrying heavy tools and equipment, lifting equipment overhead, climbing and descending ladders, working at heights up to 50 feet, using hand and power tools, working on rooftops, crouching and kneeling to reach equipment being repaired, making visual inspections of equipment, distinguishing color-coded wiring, reading blueprints and schematics and working outside in all weather conditions.

Special Working Conditions: Facility 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 Facility Maintainer is $30.60 per hour for a 40-hour work week increasing to $43.72 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 practical skills test:**

1. Is employed in the title of Maintainer, Helper, or Cleaner/Helper; and
2. Is employed in Spring Creek Depot and represented by the Amalgamated Transit Union (ATU) Local 1181 or is employed at Baisley Park, College Point, Eastchester, LaGuardia, or Yonkers and is represented by the Transport Workers Union (TWU) Local 100; and
3. Meets the education and experience qualification requirements below **by the last day of the application period**; and
4. Is not otherwise ineligible.

Additionally, you must meet one of the following Education and Experience Qualification Requirements based on your title:

Employees in the title of Maintainer must possess:

A. At least two (2) years of full-time satisfactory experience at the journey level (i.e. knowledgeable, experienced, proficient and competent) performing electrical, heating, ventilation, air conditioning or electro-mechanical work.

Employees in the titles of Helper or Cleaner/Helper must possess:

A. Three years of full-time satisfactory experience at the journey level (i.e. knowledgeable, experienced, proficient and competent) performing electrical, heating, ventilation, air conditioning

or electro-mechanical work; or

B. Two years of full-time satisfactory experience as described in “A” above, plus completion of one of the following listed below **before obtaining your journey level experience:**
   i. Two years of full-time experience as a facility superintendent helper, apprentice or trainee performing or assisting in the work described in "A" above; or
   ii. Graduation from a recognized trade school or technical school, with a major course of study in any of the trades included in “A” above, or a closely related field totaling at least 600 hours; or
   iii. Graduation from a vocational high school with a major course of study in the electrical, mechanical, plumbing, heating, air conditioning, carpentry or related fields; or
   iv. An Associate or higher degree, from an accredited college or university with a major course of study in the electrical, mechanical, plumbing, heating, air conditioning, carpentry or closely related fields.

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 practical skills test 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 MTA 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 practical skills test. A score of at least 65% is required to pass this test.

You will be scheduled to take the test as indicated 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 this competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the competitive practical skills test 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. Your service will be credited through the first date of the competitive practical skills 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.

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

- **Plumbing:** The ability to properly craft pipe and other plumbing material
  - Example: Maintaining a leaking pipe in a facility
- **Electrical:** The ability to utilize electrical theory to appropriately troubleshoot, maintain, repair and install electrical equipment
  - Example: Maintaining damaged electrical equipment in a facility
- **Carpentry:** The ability to utilize basic carpentry skills to maintain various wood structures.
  - Example: Repairing a damaged wood staircase in a facility
- **HVAC & Mechanical:** The ability to troubleshoot, maintain, repair, and install HVAC and mechanical equipment and apparatuses
  - Example: Maintaining HVAC system and sets of mechanical equipment in a facility
- **Masonry:** The ability to properly install tile, pour concrete and create a frame
  - Example: Repairing tile work in an employee washroom
- **Fire Suppression:** The ability to inspect, service, maintain and repair and install portable and fixed fire extinguishing equipment, fire extinguishers, fire suppression equipment, and fire hoses
  - Example: Inspecting the fire extinguisher in a storage room where flammable liquids are stockpiled

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 (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.

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 the Examinations Unit 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 email address) current with your employer. You may miss important information about your exam(s) or consideration for appointment, assignment, 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 email address. **All MTA 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/Assignment to Facility Maintainer, Exam No. 6412" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion/Assignment to Facility Maintainer, Exam No. 6412
MTA New York City Transit
149 Pierrepont Street
Brooklyn, NY 11201
Attn: Exam Administration, 3rd Floor, Room 3.600

TEST SITE REQUIREMENTS:

Admission Letter: An Admission Letter 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 at least 10 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 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, 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 the Examinations Unit. You can contact the Examinations Unit 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 Bus Company employee ID when you arrive to take the test.

THE TEST RESULTS:

If you meet the education and experience requirements, pass 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 email of your test results. If you meet all requirements and conditions, you will be considered for promotion or assignment when your name is reached on the eligible list.

REQUIREMENTS TO BE PROMOTED OR ASSIGNED:

Probationary Period: At the time of promotion or assignment, 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 employed in one of those titles. Additionally, you must have served 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.

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

Driver License Requirement for Maintainers and Helpers: At the time of promotion or assignment, you must have a Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would prevent you from performing the duties of this title.

Driver License Requirement for Cleaner/Helpers: At the time of promotion or assignment, you must have:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with no disqualifying restrictions that would preclude the performance of this title; or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A or Class B CDL valid in the State of New York with no disqualifying restrictions.

If you qualify under "2" above, your promotion or assignment will be subject to the receipt of the Class A or Class B CDL valid in the State of New York, with no disqualifying restrictions within six months of promotion or assignment. The Class A or Class B CDL, as described, must be maintained for the duration of your employment in the title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Facility Maintainer 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 this position. 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 or assigned.

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 title.

PENALTY FOR MISREPRESENTATION:

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