



New York City Transit

# Notice of Examination

## Bus Maintainer – Group A (Amended)

### Exam # 8617

**Application Deadline:**

May 22, 2018

**Types of Test:**

Practical Skills Test

**Application Fee:**

\$82.00

**Test Date:** (subject to change)

Starting on October 16, 2018

This NOE was amended on September 13, 2018 to change the starting test date from October 2, 2018 to October 16<sup>th</sup>, 2018.

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 names 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.

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 interior and exterior surfaces of MTA New York City Transit Subway Cars. They do brush, roller and/or spray painting of car equipment; file, sand, grind, mask 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.

(These brief descriptions do not include all the duties of these positions.)

(continued)

## SALARY AND BENEFITS

The current minimum salary for Bus Maintainer – Group A is \$30.8124 per hour for a 40-hour week, with an increase to \$36.2499 in the sixth year. The current minimum salary for Car Maintainer – Group C is \$32.1731 per hour for a 40-hour week, with an increase to \$37.8507 in the sixth year. These rates are subject to change. The benefits of these positions include, but are not limited to, night and weekend salary differentials, paid holidays, vacations, 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 have:

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 AAS degree or higher in auto body and collision repair, auto mechanics or a closely related field, from an accredited college or university.

Vocational high school, trade school or technical school education 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.

Only those who meet the education and experience requirements will be summoned to take the practical skills test. 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 to you and you will **not** receive a score.

(continued)

## REQUIREMENTS TO BE APPOINTED

### Driver License Requirement:

**Bus Maintainers – Group A:** At the time of appointment, you must possess either:

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

If you qualify under “2” above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions at the end of a special training course in bus operation.

If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, you will be terminated. If you have serious moving violations, license suspensions or an accident record you may be disqualified.

The Class B CDL, as described above, 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 Bus Maintainer – Group A work.

**Medical Requirement:** Medical guidelines have been established for the positions 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 positions of Bus Maintainer – Group A and Car Maintainer- Group C. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or 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) process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York City residency is not required for these positions.

**English Requirement:** You must be able to understand and be understood in English.

**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.

## HOW TO OBTAIN AN APPLICATION

During the application period, you may obtain an *Application* for this examination online at <http://www.mta.info/nyct/hr/appexam.htm> or in person at the MTA New York City Transit Exam Information Center as indicated below:

**MTA New York City Transit Exam Information Center:** Open Monday through Friday, from 9 AM to 3 PM, in the lobby at 180 Livingston Street, Brooklyn, New York. Directions: take the A, C, F or R trains to the Jay Street-Metro Tech Station, or the 2, 3 or G train to the Hoyt Street Station.

(continued)

## REQUIRED FORMS

1. **Application:** Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of the cover page, and the examination title and number in the box provided. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **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 included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the *How to Qualify* section and you are not requesting a Fee Waiver, **you may apply by mail or online**. MTA New York City Transit will **not** accept applications in person.

### Applications by Mail must:

1. Include all the required forms, as indicated in the Required Forms section above.
2. Be postmarked by the last day of the application period.
3. Be mailed to the address in the *Correspondence Section* of this notice.
4. Include the appropriate fee in the form of a money order.

### The Money Order (Postal Money Order Preferred) must:

1. Be made payable to MTA New York City Transit.
2. Be valid for one year.
3. Have the following information written on it: your name, home address, the last four digits of your social security number, and the exam title and exam number.
4. Include the appropriate fee in the form of a money order.

Cash and personal checks will **not** be accepted.

Save your money order receipt for future reference and proof of filing an *Application*.

### Online Applications:

1. Apply using <http://mta.info/nyct/hr/appexam.htm> by the last day of the application period.
2. Log into your existing account or create a new account online to apply.
3. Follow the steps to submitting an application.
4. A confirmation number will appear on the same page after submitting your Application.
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.
7. You will be sent a confirmation email after you submit payment for the application fee.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Library and the Queens Library to patrons with a valid library card.

Save your confirmation numbers for future references and proof of filing an *Application*.

(continued)

## HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a Fee Waiver may obtain an *Application* in person at the MTA New York City Transit Exam Information Center as indicated above, or online at <http://mta.info/nyct/hr/appexam.htm>, and must submit the *Application* and required forms by mail to the address in the Correspondence section below **by the last day of the application period**.

MTA New York City Transit will not accept applications in person. Additional information on how to request an application fee waiver is available with the Application.

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before the first test date, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

## THE TEST

The test will consist of a competitive practical skills test. A score of at least 70% is required to pass the competitive practical skills test. Your score on the competitive practical skills test will be used to determine your place on the eligible list.

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 practical skills test will measure your ability to maintain and repair bodies, undercarriages, and associated components of buses, automobiles, and trucks, and may include: body sheeting repair, preparation, and painting; the proper use and selection of tools, machinery, and materials; fabrication and welding; reading and interpreting specifications and drawings; relevant mathematical calculations; and other related areas.

## TEST ADMINISTRATION GUIDELINES

**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 **not** permitted. 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 inside the test site while you are taking the test.

**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, employer identification card with photo, or student identification card 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.

(continued)

## THE TEST RESULTS

If you meet the qualifying education and experience requirements and pass the competitive practical skills test, 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 appointment when your name is reached on the eligible list.

## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious beliefs, follow the instructions included with your *Application* and mail your request to the address found in the “Correspondence Section” below no later than 30 days prior to the scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. Absence from the test within one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. Absence due to ordered military duty;
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, mail your request with your documentation of special circumstances to the address found in the “Correspondence” section below within 60 days of your scheduled test date or within 90 days following termination of your military duty.

## ADDITIONAL INFORMATION

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

**Training:** Candidates hired as Bus Maintainer – Group A will be required to complete and pass all parts of a training course in bus maintenance operations as a condition of passing probation. If you do not successfully complete this training course, you will be terminated.

(continued)

## **CORRESPONDENCE**

**Change of Contact Information:** It is critical that you promptly notify MTA New York City Transit of any change to your contact information (telephone number, mailing address and/or email address). You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct contact information. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new telephone number, mailing address and/or email address.

**If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Bus Maintainer – Group A, Exam No. 8617  
MTA New York City Transit  
180 Livingston Street, Room 4070  
Brooklyn, NY 11201

## **PENALTY FOR MISREPRESENTATION**

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

---

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer  
Title Code No. 92515 (Bus Maintainer – Group A)  
The Rapid Transit Railroad Service; Group I - Per Diem and Per Hour Position.  
Title Code No. 91810 (Car Maintainer- Group C)  
The Rapid Transit Railroad Service; Group 2- Per Annum Position

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE  
Filing Opened: May 2, 2018