

MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant & Equipment Maintainer, (HVAC) Exam No. 8204

AMENDED NOTICE

This Notice is amended to reopen the application filing period, which was previously open from February 7, 2018 through February 27, 2018, and to change the expected start date of the practical skills test from July 10, 2018 to November 6, 2019. If you have already applied for this exam, DO NOT REAPPLY.

Application Deadline: August 27, 2019

Type of Test: Practical Skills Test

Application Fee: None

Test Date: Expected to begin November 6, 2019

(subject to change)

JOB DESCRIPTION:

Under supervision, Plant and Equipment Maintainers (HVAC) perform general heating, ventilation and air conditioning at MaBTOA bus depots, repair shops, buildings and facilities. Install, clean, adjust, overhaul, repair and inspect (i) air conditioners and components such as compressors, condensers, evaporators, fan, motors, electrical and electronic controls and valves, (ii) boilers, furnaces and components such as boiler sections, monitoring equipment, heaters, radiators, piping, pumps, motors, electrical and electronic controls and valves. Braze pipe. Keep records and prepare reports. Perform related work.

Some of the physical activities performed and environmental conditions experienced by Plant and Equipment Maintainers (HVAC) are: loading light utility trucks, lifting and carrying heavy tools and equipment, lifting equipment overhead, climbing and descending ladders; working at heights up to 50 feet, working on roof tops, crouching to reach equipment being repaired, making visual inspections of equipment, working near very loud equipment, distinguishing color-coded wiring and reading blueprints and schematics. Working outdoors in all weather conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

Special Working Conditions: Plant and Equipment Maintainers (HVAC) will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

THE SALARY: The current minimum salary rate is \$31.8124 per hour for a 40-hour week with increments to \$37.2499 after five years.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Period Opened: August 7, 2019

ELIGIBILITY TO TAKE THE EXAMINATION:

Education and Experience Requirements: This examination is open to each MaBSTOA employee who **on the first date of the practical skills test:**

1. is employed in the title of Bus Maintainer (Body), Bus Maintainer (Chassis) or Plant and Equipment Maintainer in any specialty
2. is not otherwise ineligible

Candidate eligibility will be reviewed prior to the practical test and only applicants who meet the eligibility requirements will called to the practical.

If you do not know if you are eligible, **check your department's Human Resources Representative.** You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible", you will not receive a score.

This examination is NOT open to employees of New York City Transit, MTA Bus or to employees of other MTA agencies.

REQUIREMENTS TO BE ASSIGNED:

Driver License Requirement: At the time of assignment you must possess a motor driver license valid in the state of New York. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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 and alcohol test or had a refusal to the 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.

HOW TO OBTAIN AN APPLICATION:

During the application period, you may obtain an application for this examination online (see the "HOW TO SUBMIT AN APPLICATION" section below) or in person at the MTA Exam Information Center, as indicated below.

MTA EXAM INFORMATION CENTER: Open Monday through Friday, from 9 AM to 5 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 or 3 train to the Hoyt Street Station.

REQUIRED FORM:

Application: Make sure that you follow all instruction with your Application. Save a copy of the instructions for future reference.

HOW TO SUBMIT AN APPLICATION

You may apply by internet. New York City Transit will **not** accept *Applications* in person.

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Filing Period Opened: August 7, 2019

HOW TO SUBMIT AN APPLICATION (Continued)

Online Applications:

1. Apply using the "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 Internet Explorer, open a new window, and avoid having multiple tabs open on 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 test dates and the requirements to compete in this exam. Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

ADMISSION LETTER

You will receive an *Admission Letter* in the mailed about 10 days before the start date of the practical skills test. If you do not receive an *Admission Letter* at least 4 days before the test date, you may obtain a duplicate letter at the MTA Exam Information Center located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, Mondays through Fridays, 9 AM to 3 PM. A paper copy of the *Admission Letter* is your ticket for admission to the practical skills test.

PROOF OF IDENTIFICATION

You must present your employee ID when you arrive to take the practical skills test.

THE TEST

The qualifying practical skills test may test your knowledge of the operation and repair of air conditioning systems, boilers and their components; knowledge of the electrical and electronic controls and circuits as applied to air conditioning systems and boilers; ability to read and interpret schematics and drawings; and knowledge of safe work practices.

TEST ADMINISTRATION GUIDELINES:

Warning: You are not permitted to enter the test site with cellular phones, 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 date recording capabilities such as planners, organizers, etc. are prohibited. If 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 practical skills test and no one may wait for inside of the test site while you are taking the test.

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 practical skills 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.

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Filing Period Opened: August 7, 2019

THE TEST RESULTS

Your seniority score will determine your position on the eligible list. Seniority scores will be factored only for those candidates who pass the test. Your seniority score will be 70 plus 3 points for each year of service in MaBSTOA up to a maximum total of 100 for 10 years of service. Your score will be credited through the first date of the practical skills test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee. Ties resulting from identical scores will be broken in an equitable manner to be determined by NYC Transit Personnel Testing, Selection and Classification Unit.

ELIGIBLE LIST

If you pass the qualifying practical skills test and are found eligible, your name will be placed in final score order on an eligible list and you will be given a list number which is determined by your seniority score. You will be notified by mail of your test results. As vacancies occur, candidates will be considered for appointment in eligible list order. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list. Candidates who pass the practical skills test are not guaranteed assignment.

SPECIAL ARRANGEMENTS

Late Filing: Consult your department's Human Resources representative to determine the procedure for filing a late application if you meet 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 on or before the first date of the practical skills test.

Special Test Accommodations: If you plan to request a special testing accommodation due to disability or an alternate test date due to your religious belief, 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, if applicable.

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the MaBSTOA; or
3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA NYC 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 and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date if applicable, or make the request within 60 days of restoration to your position after performing ordered military duty.

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Filing Period Opened: August 7, 2019

CORRESPONDENCE SECTION

Change of Contact Information: You are responsible for keeping your address up to date. Only the address on file with New York City Transit/MaBSTOA//MTA Bus will be used to mail correspondence. 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:

Plant & Equipment Maintainer, (HVAC) Exam No. 8204
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.

MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICTLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT
Title Code: M0749

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