



Bus Company

Notice of Examination

Promotion to Facility Maintainer Exam No. 9411

Application Deadline:

April 23, 2019

Type of Test:

Practical Skills

Application Fee:

\$68.00

Test Date: (subject to change)

Expected to begin June 10, 2019

This is NOT a New York City Transit position. This is Not a Civil Service position.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each MTA Bus employee employed in: 1). Spring Creek Depot represented by the Amalgamated Transit Union (ATU), Local 1181 2) Baisley Park, College Point, Eastchester, La Guardia or Yonkers Depot and is represented by the TWU and 3) meets the following requirements listed below:

- a). employed in the title of Maintainer; or
- b). employed in the title of Helper or Cleaner/Helper and
- C). meets the education and experience requirements below by the last day of the application period.

Education and Experience Qualification Requirements:

Maintainer: Maintainers who apply for this lateral position must have at least two (2) years' experience performing the installation, inspection, testing, repair and maintenance of electrical, plumbing, heating, air conditioning, fire suppression, carpentry, and masonry components and systems in residential and commercial buildings or facilities and is not otherwise ineligible.

Helper or Cleaner/Helper:

- A) Three years of full-time satisfactory mechanical experience performing the installation, inspection, testing, repair and maintenance of electrical, plumbing, heating, air conditioning, fire suppression, carpentry, and masonry components and systems in residential and commercial buildings or facilities; or

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Education and Experience Qualification Requirements (Continued)

B) Two years of full-time satisfactory experience as described in “A” above plus graduation from a recognized trade school, technical school, vocational high school or community college with a major sequence of courses in electrical, mechanical, plumbing, heating, air conditioning, carpentry, or related fields, and

C) Is not otherwise ineligible.

This experience MUST include electro-mechanical or HVAC systems, and at least one other facility maintenance system such as fire suppression, masonry or carpentry.

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 practical skills test 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 New York City Transit or MaBSTOA, or to employees of MTA agencies other than MTA Bus Company.

JOB DESCRIPTION

Facility Maintainers, under Supervision, perform general facility/building maintenance work at MTA Bus depots, repair shops, buildings and facilities. They install, test, repair and maintain electrical, plumbing, air conditioning and heating systems. Perform minor carpentry, masonry work and repair 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 and environmental conditions experienced by Facility Maintainers 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 Promotion to Facility Maintainer is \$25.37 per hour for a 40-hour work week.. This rate is subject to change.

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REQUIREMENTS TO BE PROMOTED

Driver License Requirement for Maintainers and Helpers: At the time of promotion, you must possess a Class B Commercial Driver License valid in the State of New York and no disqualifying restrictions.

Driver License Requirement for Cleaner/Helpers: If you are considered for promotion to the title of Facility Maintainer you must meet the requirements in “1” or “2” below at the time of consideration for promotion:

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.
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 promotion 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, your employment will be terminated or you will be returned to your previously held permanent title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with passenger endorsement and 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 Promotion to 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.

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 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.

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

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “Eligibility to Take Examination” section, submit an *Application* online by the last day of the *Application* period unless you are requesting a fee waiver. Applicants who wish to request a fee waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulations to determine if you are entitled to a refund prior to requesting a refund. You can refer to the bottom of the last page of the Notice of Examination for instructions on how to obtain a copy of the DCAS General Exam Regulations.

Online Applications:

1. Apply using the “BSC” employee portal at www.mymta.info by the last day of the *Application* period.
2. You must pay the *Application* fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
3. You will be sent a confirmation email after you complete your *Application* and pay the *Application* fee.

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

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.

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.

HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER

Applicants who wish to request a fee waiver must obtain an *Application* in person at the MTA Exam Information Center as indicated below and must submit the *Application* 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 requesting an application fee waiver is available with the *Application*.

MTA 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. The MTA Exam Information Center will be closed on .

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 this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). 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 below for instructions on how to update your address and other contact information.

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THE TEST

You will be given a competitive practical skills test. A score of at least 70% is required to pass the competitive practical skills test. Your score on this 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. Time serviced prior to a break in service of more than one year will not be credited.

The practical skills test will measure your ability to install, inspect, test, repair and maintain a facility's electrical, plumbing, heating, air conditioning, fire suppression, carpentry and masonry components and systems. A score of 70 is required to pass.

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, 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.

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 the test.

THE TEST RESULTS

If you pass the competitive practical skills test and meet all of the other requirements and conditions, your name will be placed 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 reach on the eligible list.

SPECIAL ARRANGEMENTS

Late Filing: Consult with **your department's Human Resources representative** to determine the procedure for filing 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 on or before the first day of the Practical Skills test.

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SPECIAL ARRANGEMENTS (Continued)

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; 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, 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, 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 make the request within 60 days of restoration to your position after performing ordered military duty.

Special Test Accommodations: If you plan to request special testing accommodations 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.

CORRESPONDENCE

Change of Contact Information: You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**.

To update your contact information with the MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to examsunit@nyct.com, with the subject named 'Contact Info Update'; or
3. Mail us at the address below, with the words 'Contact Info Update' next to the exam title.

To update your contact information with the MTA Business Service Center (BSC), you must visit www.mymta.info and select the "My Personal Information" tab.

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Promotion to Facility Maintainer Exam No. 9411
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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PENALTY FOR MISREPRESENTATION

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

MTA Bus Company is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code: MB937

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