



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Assignment to Plant and Equipment Maintainer (HVAC), Exam No. 2200

Application Deadline:

February 1, 2022

Type of Test:

Practical Skills Test

Application Fee:

N/A

Test Date: (subject to change)

The practical skills test is
expected to begin on March 14,
2022

JOB DESCRIPTION

Plant and Equipment Maintainers (HVAC), under general supervision, perform general heating, ventilation and air conditioning at MaBSTOA bus depots, repair shops, buildings and facilities. They install, clean, adjust, overhaul, repair and inspect air conditioners and components such as compressors, condensers, evaporators, fan, motors, electrical and electronic controls and valves, boilers, furnaces and components such as boiler sections, monitoring equipment, heaters, radiators, piping, pumps, motors, electrical and electronic controls and valves. Plant and Equipment Maintainers (HVAC) also braze pipes; keep records and prepare reports; operate vehicles; and 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.

Special Working Conditions: Plant and Equipment Maintainers (HVAC) 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 Plant and Equipment Maintainer (HVAC) is \$33.93 per hour for a 40-hour work week. This rate is subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 12, 2022

ELIGIBILITY TO TAKE EXAMINATION

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

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

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting the application. You may be given the 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 MTA Bus Company, or to employees of MTA agencies other than MaBSTOA.

REQUIREMENTS TO BE PROMOTED

Driver License Requirement: At the time of promotion, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

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) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

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. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. 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 Arrangements" section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the "BSC" employee portal at www.mymta.info by the last day of the application period (non-active MTA employees must email us by the last day of the application period at examsunit@nyct.com for application instructions). **Note:** The application system may not function properly with mobile devices or tablets. For best results when applying, please use the latest version of Internet Explorer, 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 12, 2022

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 must email a request for a duplicate Admission Letter to examsunit@nycct.com. 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.

THE TEST

You will be given a qualifying practical skills test. A score of at least 70% is required to pass this test.

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 Arrangements” section below.

Seniority will determine 100% of your final score. You must pass the qualifying practical skills test to have your seniority credited. Your seniority score will be 70 points for meeting the eligibility requirement(s) listed in the “Eligibility to take Examination” section above plus 3 points for each year of service in MaBSTOA, up to a maximum total of 100 points for 10 years of service. Your service will be credited through the first date of the qualifying practical skills test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

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.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your Admission Letter.

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 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 New York City Transit employee ID when you arrive to take the test.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 12, 2022

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 promotion in eligible list order. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list. Candidates who pass the practical skills test are not guaranteed assignment.

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.

SPECIAL ARRANGEMENTS

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 on or 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 practical skills 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 practical skills testing is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the practical skills 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, 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.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: January 12, 2022

SPECIAL ARRANGEMENTS (Continued)

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/or 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 must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Plant and Equipment Maintainer (HVAC), Exam No. 2200" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Plant and Equipment Maintainer (HVAC), Exam No. 2200
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 promotion, and may result in criminal prosecution.

APPLICATION INSTRUCTIONS

Note: MTA New York City Transit processes all MaBSTOA exam applications. When applying for examinations, follow the directions below with money orders made out and mailings addressed to MTA New York City Transit. You should apply for an examination **only** if you meet the qualification requirements set forth in the Notice of Examination. Read the Notice of Examination carefully before completing the application form. Fill in all requested information clearly, accurately, and completely. MTA New York City Transit will only process applications with complete, correct, legible information which are accompanied by correct payment or waiver documentation. All unprocessed applications will be returned to the applicant.

FORMS	All required forms which are listed in the upper-right-hand corner of the Notice of Examination must accompany your application. Failure to include these forms may result in your disqualification and you will not receive test scores.
FEE	The amount of the fee is stated in the Notice of Examination. Only a money order made payable to the MTA New York City Transit is acceptable payment (checks or cash are not accepted). On the front of the money order you must clearly write your full name, your home address, the last four digits of your social security number, the exam title and the exam number . Keep your money order receipt as proof of filing. The fee is not refundable.
APPLICATION SUBMISSION	Your application must be postmarked no later than the last day of the application period indicated on the Notice of Examination. Mail the completed application, supporting documents and required filing fee to MTA New York City Transit, Attn: (please state the specific Exam Title and Exam Number), 180 Livingston Street, Brooklyn NY, 11201 .

INSTRUCTIONS FOR COMPLETING APPLICATION FORM PROPERLY

To ensure proper processing of this application print all information **CLEARLY** in blue or black ink. **Failure to do so will delay or disqualify your application.**

1-4 SSN, EXAM TITLE, NUMBER AND TYPE	A 9 digit Social Security Number is required. See the Notice of Examination, prior to filling in the exact exam number and exam title.
5-14 GENERAL INFORMATION	<p>All Candidates: Fill in information requested. If you change your address after applying for this exam, send a change of address request to: MTA New York City Transit, Attn: Address Change, 180 Livingston Street, Brooklyn NY, 11201.</p> <p>Employees of MTA Agencies: The address already in existence on your MTA records will be used to respond to all new applications you submit. An application with a new address on it will NOT update the records. Please keep your address on MTA records updated. Please note: only one address for each person is maintained on file.</p>
15-16 ETHNICITY AND SEX	Completing this information is voluntary. This information will not be made available to individuals making hiring decisions.
17-18 SPECIAL CIRCUMSTANCES	For Religious Observance or Special Accommodations, please see the "Special Circumstances" form included in the application package.
19 E-MAIL ADDRESS	Enter your e-mail address.
20 SIGNATURE	Signing the application indicates that all statements you have made in this application are true to the best of your knowledge. Please be aware that if any statements are found to be false you will not be hired. Please be aware that if any willful false statements on your part are discovered after you have been hired by an MTA Agency, your services will be terminated.

Applicants who do not receive an admission letter at least 4 days prior to the tentative test date must come to the MTA Exam Information Center at 180 Livingston Street, Brooklyn, NY 11201

SPECIAL CIRCUMSTANCES Directions for submission of requests
--

Note: **These directions are designed to assist you in completing Section 17 and 18 on the APPLICATION FOR EXAMINATION form and to inform you how to notify us of a CHANGE OF ADDRESS. You may include your religious observance or disability requests with your completed application form(s) if you provide the correct supporting documentation when you submit your application.**

(A) RELIGIOUS OBSERVANCE:

If, because of religious belief, you cannot take the test on a Saturday or on the scheduled test date, you must request an alternate date no later than 15 days prior to the scheduled test date.

The request must include:

<ul style="list-style-type: none">• your full name• your social security number	<ul style="list-style-type: none">• the exam number• the exam title
<ul style="list-style-type: none">• a signed statement on letterhead from your religious leader certifying that your religious observance prohibits you from taking the test on the scheduled date.	

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) - SABBATH, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(B) DISABILITY:

If you have a disability which will interfere with your ability to take this test without special accommodation(s) or other assistance, you must submit a written request for specific special accommodation(s) postmarked no later than 30 days prior to the test date.

The request must include:

<ul style="list-style-type: none">• your full name• your social security number• the exam number	<ul style="list-style-type: none">• the exam title• the specific nature of your disability• a justification for the special accommodations
<ul style="list-style-type: none">• a statement corroborating your disability by a doctor or agency authorized for this purpose.	

If you are submitting your request after you applied, please mail it to: **MTA New York City Transit, Attn: (Insert Exam Title and Exam Number) – SP ACCOM, 180 Livingston Street, Room 4070, Brooklyn NY, 11201.**

(C) CHANGE OF ADDRESS:

All correspondence with employees will be mailed to the address on record with the MTA Business Service Center (BSC). The address on the application must match the address on record with their departments.

Employees may submit changes to their address or other contact information in one of the following ways:

- **Use the BSC Self-Service Portal and submit the change yourself**
- **Contact the BSC by phone at (646) 376-0123 or by email at bscservice@mtabsc.org**