



Bus Company

Notice of Examination

Bus Maintainer (Chassis) ((Auto Mechanic)),

Exam No. 2304

Application Deadline:

February 22, 2022

Types of Tests:

Multiple-Choice Test and
Practical Skills Test

Application Fee:

\$68.00

Test Date: (subject to change)

Multiple-choice and practical
skills testing is expected to begin
on April 4, 2022

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

JOB DESCRIPTION

Bus Maintainers (Chassis) maintain, inspect, test, diagnose, overhaul, rebuild and repair all vehicle systems, components and accessories to industry work standards. This includes, but is not limited to, the vehicle body, structure, interior panels, trim, seating and glazing; axles, suspension, steering and braking components and systems; driveline or propulsion system components, prime movers and auxiliary drive units; HVAC; lighting and electrical systems; microprocessor controllers, Programmable Logic Controllers (PLCs) and multiplex electronic systems; and vehicle energy storage systems and devices. Bus Maintainers (Chassis) operate vehicles, including trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; keep written and electronic records of work activities; and perform related work.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: February 2, 2022

JOB DESCRIPTION (Continued)

Some of the physical activities performed by Bus Maintainers (Chassis) and environmental conditions they experience are: working outdoors in all weather conditions; crawling under and on top of buses; working in confined areas; lifting and carrying heavy parts, tools, and equipment; climbing into and out buses that are suspended on lifts; reaching into dark spaces and making tactile inspections; making visual inspections of equipment, distinguishing colors; reading gauges and prints; reading, interpreting, and applying written or graphic technical repair instructions; responding to sounds from warning bells, horns, and vehicle movement; and wearing required personal protective equipment.

Special Working Conditions: Bus Maintainers (Chassis) 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 AND BENEFITS

The current minimum salary is \$27.12 per hour at the Yonkers, Eastchester, College Point, LaGuardia and Baisley Park Depots. The current minimum salary is \$25.37 per hour at the JFK, Spring Creek and Far Rockaway Depots. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and 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 meet the following requirements: Three years of full-time satisfactory experience as a journey-level mechanic (i.e., a fully trained, knowledgeable, experienced, proficient and competent mechanic) repairing passenger automobiles, trucks, buses or aircraft.

For the above journey-level experience to be credited, it must be **preceded by one of the following:**

1. Two years of full-time satisfactory experience as a mechanic's helper, apprentice, or trainee performing or assisting in the performance of automotive or aircraft maintenance and repair; or
2. Graduation from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field; or
4. Graduation from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field.

If you have qualifying part-time experience, it will be credited on a prorated basis.

The following types of experience are not acceptable: auto body and fender repair; auto or truck assembly; dealership make-ready repair; fuel, oil and lube servicing; vehicle inspection; exclusive specialty replacement shop work, such as tire replacement, replacement of exhaust parts (muffler), glass, climate control parts, etc.; and salvage and junkyard extraction.

(Continued)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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HOW TO QUALIFY (Continued)

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).

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.

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the tests before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

REQUIREMENTS TO BE APPOINTED

Driver License Requirement: At the time of appointment, you must possess either:

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other 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 airbrake restrictions, or any other 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, no airbrake restrictions and no other disqualifying restrictions within 120 days of appointment, or your employment will be terminated. 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 a passenger endorsement, no airbrake restrictions and no other 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 Bus Maintainer (Chassis) work.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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REQUIREMENTS TO BE APPOINTED (Continued)

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 the position of Bus Maintainer (Chassis). You will be examined to determine whether you 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 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) evaluation, referral and education/treatment process required by federal law in order to be promoted to this safety-sensitive position.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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 Bus Company.

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com 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.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below. Once you complete step 6, you must follow the link below in step 7, to the online Education and Experience Test Paper. You will have until midnight Eastern time on the last day of the Application Period (February 22, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in Microsoft Forms. If you do not submit your Education and Experience Exam in Microsoft Forms by midnight Eastern time on the last day of the Application Period (February 22, 2022), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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HOW TO SUBMIT AN APPLICATION (Continued)

Online Applications:

If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the “BSC” employee portal at www.mymta.info). 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.

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

IMPORTANT: If you are requesting a fee waiver, proceed to Step 8, you should not complete Steps 5, 6, or 7 below. Instead, by March 9, 2022, you must submit documentation supporting your fee waiver request by mail to Bus Maintainer (Chassis), Exam No. 2304, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request 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.

4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
5. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” Note: Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
6. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

7. Once you complete the payment, please click the following link: <https://forms.office.com>. This link will bring you to a Microsoft forms Education and Experience Test Paper that must be completed to finalize the application process. Failure to complete this document will result in being found not qualified for the examination.

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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ADMISSION LETTER OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the multiple-choice and practical skills tests. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@nyct.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 multiple-choice test and a competitive practical skills test. A score of at least 70% is required to pass the qualifying multiple-choice test and the competitive practical skills test. The multiple-choice and practical skills tests will be given in the same session. If you are called to the multiple-choice test, you may be given an opportunity to take the practical skills test on the same date on a conditional basis. You may be given the practical skills test before your multiple-choice test is officially rated. Your practical skills test will only be rated if you receive a passing score on the multiple-choice test. Your practical skills test will not be rated if you are found to have received a failing score on the multiple-choice test. Your score on the competitive practical skills test will be used to determine your place on the eligible list.

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.

The qualifying multiple-choice test may include questions on: the maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories; proper selection and use of materials, machinery and tools of the trade; safe and efficient work practices; reading and interpreting specifications and drawings; related mathematical calculations; record keeping; and other related areas.

The competitive practical skills test may measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

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 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, your test score may be nullified, and your application fee will **not** be refunded.

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 test and no one may wait for you inside of the test site while you are taking the test.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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TEST ADMINISTRATION GUIDELINES (Continued)

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, IDNYC, Employer ID with photo, or Student ID 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.

THE TEST RESULTS

If you meet the education and experience requirements and pass the qualifying multiple-choice test and 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.

ADDITIONAL INFORMATION

Promotion Examination: A promotion examination for this title is being held for eligible MTA Bus Company employees. The names appearing on the promotion list will be considered first in filling vacancies.

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.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

SPECIAL ARRANGEMENTS

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 multiple-choice and 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 multiple-choice and practical skills testing is expected to begin.

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SPECIAL ARRANGEMENTS (Continued)

Make-Up Tests: You may apply for a make-up test if you cannot take the qualifying multiple-choice and/or competitive practical skills tests 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

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 "Bus Maintainer (Chassis), Exam No. 2304" in the Subject. Or, you can mail your correspondence to the following address:

Bus Maintainer (Chassis), Exam No. 2304
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.

MTA Bus is an Equal Opportunity Employer and welcomes applications from all qualified persons. The General Examination Regulations of the Department of Citywide Administrative Services are accessible through our website at http://web.mta.info/nyct/hr/forms_instructions.htm

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 Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code: MTA03

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