



# Notice of Examination

## Promotion to Facility Maintainer, Exam # 8400

**Application Deadline**

August 22, 2017

**Type of Tests:**

Practical Skills

**Application Fee:**

(Non-Refundable)

\$68.00

**Test Date:**

(subject to change)

The week of November 14, 2017

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

### ELIGIBILITY AND QUALIFICATION REQUIREMENTS:

This examination is open to each **MTA Bus employee who meets all of the following requirements:**

1. Is employed in the Baisley Park, College Point, Eastchester, LaGuardia or Yonkers depot and is represented by the TWU; and
2. Is employed in the title of Helper or Cleaner/Helper on the first day of the practical skills test; and
3. Meets the education and experience requirements below by the last day of the application period:

#### Education and Experience Requirements:

- 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
- 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.

You may be given the test before we review your eligibility. You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting your application.

**JOB DESCRIPTION:** Under Supervision, Facility Maintainers 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 expected to work various shifts including nights, Saturdays, Sundays and holidays.

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

**SALARY- MTA BUS:** *Baisley Park, College Point, Eastchester, LaGuardia and Yonkers* – The current minimum salary is \$24.7552 per hour for a 40 hour week increasing to \$35.3657 per hour after 3 years. These rates are subject to change.

#### **REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement for 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 Requirements for Cleaner/Helpers:** At the time of promotion, you must possess either:

1. A Class B CDL valid in the State of New York and disqualifying restriction: or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B CDL valid in the State of New York and disqualifying restrictions.

Employees being considered for promotion must provide proof of residence in the State for which the license and/or permit was issued. If you have 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 this assignment.

**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 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 or 3 train to the Hoyt Street Station.

## REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top of each 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, 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, you must apply by mail. New York City Transit will **not** accept *Applications* in person.

### Applications by Mail must:

1. Include all of 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 NYC 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.

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

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

## ADMISSION LETTER:

An *Admission Letter* will be mailed to you 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 test. Employees are responsible for keeping their addresses up to date. Only the address on file with New York City Transit/MaBSTOA/MTA Bus will be used to mail correspondence.

**THE TEST:**

You will be given a practical skills test. It 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.

If you pass the practical skills test, your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. Therefore, your score on the practical skills test and your seniority rating will determine your place on a list that is established for Promotion to Facility Maintainer.

You must pass the test to have your seniority credited. Seniority will be calculated as follows: a base rating of 70% for all candidates who meet the eligibility requirements, plus 3% for each year of service in MTA Bus Company or one of the private bus companies consolidated under the MTA Bus Company to a maximum of 100% for 10 or more years of eligible service. Partial seniority credit will be given for each day served as an MTA Bus employee. Time served prior to a break in service of more than one year will not be credited.

**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 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.

**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 Identification:** You must present your employee ID when you arrive to take the practical skill test.

**THE TEST RESULTS:**

If you meet the education and experience requirements and pass the 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. If you meet all requirements and conditions, you will be considered for promotion, when your name is reached on the eligible list. The eligible list for this exam may remain in effect for up to 4 years from the date it is established.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult with your **department's Human Resource representative** to determine the procedure for filing for 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 date of the practical skills test.

**Make-Up Test:** You may apply for a make-up test if you cannot take the practical skills test on the scheduled 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 such applicant is an officer or employee of the City;

**Make-Up Test: (cont.)**

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 one week of your scheduled test date or make a request within 90 days following termination of your 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 first scheduled date of the practical test.

**CORRESPONDENCE:**

**Change of Contact Information:** It is critical that you promptly notify us 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. **Current MTA employees must make all changes to their employee contact information through the MTA Business Service Center (BSC) via the employee portal at [www.mymta.info.com](http://www.mymta.info.com).**

All other correspondence must be sent to the following address:  
 Promotion to Facility Maintainer, Exam No. 8400  
 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.