



New York City Transit

Notice of Examination

Promotion to Bus Maintainer - Group A,
Exam No. 3700

Amended Notice – July 19, 2023

Application Deadline:
October 15, 2022

Type of Test:
Practical Skills Test and Safety
Proficiency Assessment

Application Fee:
\$85.00

Test Date: (subject to change)
Practical skills testing is
expected to begin on March 27,
2023

This Notice of Examination was amended on July 19, 2023 to change the test date from Monday, January 9, 2023 to Monday, March 27, 2023.

JOB DESCRIPTION

Bus Maintainers – Group A, under supervision, maintain, install, inspect, test, alter and repair the bodies and related mechanical, structural, and electrical equipment of buses and other automotive vehicles, including servicing, repairing and installing doors, seats, windows, framing, sheeting, hand bars, signs, floors, radiators, heat exchangers, bumpers, light fixtures and headlights; make and repair sheet metal or fiberglass body sections and structural members of buses using such tools and machines as are necessary; weld bus bodies and parts; disassemble bus bodies and parts using burning equipment; prepare vehicle bodies for painting; sand as necessary; spray and brush paint bus, truck and automobile bodies; manually and electronically document work activities; read and interpret technical documents, diagrams, and schematics; drive motor vehicles and operate machinery; and perform related work.

Some of the physical activities performed by Bus Maintainers – Group A and environmental conditions experienced are: crawling under buses and working in confined spaces; getting out of the way of moving buses and overhead cranes; distinguishing colors when mixing and matching paints; climbing and descending ladders; wearing goggles, gloves or respirators when required; using both hands to work overhead for extended periods of time; responding to audible signals such as alarms, bells, horns and whistles; responding to visual signals including distinguishing colored lights; and lifting and carrying heavy tools and equipment.

Special Working Conditions: Bus Maintainers - Group A 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.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: September 1, 2022

SALARY

The current minimum salary for Bus Maintainer - Group A is \$33.84 per hour for a 40-hour work week increasing to \$39.81 per hour in the fourth year of service. These rates are subject to change.

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the practical skills test:**

1. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the eligible title of Maintainer's Helper – Group B and is permanently employed in such title in the Department of Buses; and
2. Is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 test and/or assessment 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 MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED

Probationary Period: At the time of promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section, and you must be permanently employed in that title or your name must appear on a Preferred List for the title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year. Time served prior to a break in service of more than one year will not be credited.

Driver License Requirement: If you are considered for promotion to the title of Bus Maintainer - Group A, you must meet the requirements in "1" or "2" below at the time of promotion:

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, no airbrake restrictions and no other 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, no airbrake restrictions and no other disqualifying restrictions within 120 days of promotion. If you fail to obtain the Class B CDL within 120 days of your promotion, 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.

(Continued)

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REQUIREMENTS TO BE PROMOTED (Continued)

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement and no airbrake restrictions or any 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 - Group A 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.

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer - Group A. Candidates will be examined to determine whether they 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 take the examination and/or perform the essential functions of the job.

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 Microsoft Edge, 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.

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Application Period Opened: September 1, 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@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

The test will consist of a competitive practical skills test and a qualifying safety proficiency assessment. The qualifying safety proficiency assessment will be administered on the same day as your practical skills test. A score of at least 70% is required to pass each test. Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the practical skills test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent competitive class titles. Your service will be credited through the first date of the practical skills test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

Veterans' or Disabled Veterans' Credit will be granted only to eligible passing candidates who request that they be applied. Veterans' or Disabled Veterans' Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans' or Disabled Veterans' Credit cannot be made once the eligible list is established.

The competitive practical skills test will measure your knowledge and ability in:

- **Body Work Repair:** The ability to maintain and repair bodies, undercarriages, and associated components of buses, automobiles, and trucks
 - Example *Using the proper welding technique to weld a bus' frame.*
- **Body Sheeting:** The ability to perform body sheeting repair, preparation, and painting
 - Example: *Preparing a bus body for paint.*
- **Tools:** Knowledge of the proper use and selection of tools, machinery, and materials; fabrication and welding
 - Example: *Using a screwdriver to remove a screw.*
- **Schematics and Calculations:** Ability to read and interpret specifications and drawings; relevant mathematical calculations; and other related areas
 - Example: *Using a circuit schematic to trace the circuit you are working on.*

The qualifying safety proficiency assessment will be administered on the same day as your practical skills test. In the qualifying safety proficiency assessment, you may be required to demonstrate the following abilities:

- **Oral Comprehension:** The ability to understand spoken English words and sentences
 - Example: *Understanding your supervisor's instructions for a task.*
- **Oral Expression:** The ability to use English words or sentences in speaking so others will understand
 - Example: *Expressing to your coworker the coordination of a task.*
- **Written Comprehension:** The ability to understand written sentences and paragraphs
 - Example: *Reading and understanding safety signs*
- **Written Expression:** The ability to use English words or sentences in writing so others will understand
 - Example: *Writing incident reports regarding unusual occurrences*

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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.

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 take the test.

THE TEST RESULTS

If you pass the competitive practical skills test and the qualifying safety proficiency assessment and are marked eligible, 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.

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 or a return to your previously held permanent title.

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 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 the 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 the 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 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.

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 Bus Maintainer - Group A, Exam No. 3700" in the Subject. Alternatively, you can mail your correspondence to the following address:

Promotion to Bus Maintainer - Group A, Exam No. 3700
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.