

Notice of Examination

Maintainer's Helper – Group B (Auto Mechanic Helper) Exam # 8602

Application Deadline:

October 24, 2017

Type of Test:

Multiple-Choice

Application Fee:

\$61.00

Test Date: (subject to change)

Saturday, February 10, 2018 or

Sunday, February 11, 2018

JOB DESCRIPTION:

Under direct supervision, Maintainer's Helpers - Group B assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other automotive electro-mechanical equipment. They clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand trucks and conveyors; remove and replace worn bearing races; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiator and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive buses and trucks; and perform related work.

Some of the physical activities Maintainer's Helpers - Group B perform and environmental conditions they experience are: working outdoors in all weather conditions; walking on slippery surfaces while washing parts; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves or a face mask while using sandblasting equipment; 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 heavy equipment and moving it manually.

Special Working Conditions: Maintainer's Helpers – Group B 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 \$20.9423 per hour with increments to \$29.9176 per hour in the sixth year for a 40-hour work week. 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:**

1. Four years of satisfactory full-time experience as a helper or trainee assisting in the performance of inspection, installation, alteration, maintenance, testing or repair of bus, truck, automotive or aircraft electro-mechanical components, such as bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or

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HOW TO QUALIFY: (continued)

2. Graduation from a vocational high school with a major course of study in automotive maintenance, or a closely related field; or
3. Graduation from a recognized trade school or technical school with a major course of study in auto-mechanics, or a closely related field, totaling at least 600 hours; or
4. An Associate's degree or higher from an accredited college or university in auto-mechanics or a closely related field; or
5. A four-year high school diploma or its educational equivalent **plus** three years of full-time experience as described in "1" above.

The Education requirements must be met by June 30, 2018. The experience requirement must be met by the last day of the Application period.

High school, vocational high school, technical school or trade school education must be approved by a State's Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, 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).

You may be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. 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 a motor vehicle driver license valid in the State of New York. If you have serious moving violations, license suspension or an accident record you may be disqualified. You will be appointed to the Department of Buses subject to the receipt of either:

1. A Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions; or
2. A Learner's Permit for a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

If you qualify under "2" above, you will be appointed to the Department of Buses subject to the receipt of a Class B Commercial Driver License with a passenger endorsement and no disqualifying restrictions valid in the State of New York at the end of a special training course in bus maintenance.

If you fail to successfully complete the special training course in bus maintenance, including the receipt of a Class B Commercial Driver License valid in the state of New York with a passenger endorsement and no disqualifying restrictions, you will be terminated.

The New York State Class B Commercial Driver License must have no restrictions that would preclude the performance of the duties of a Maintainer's Helper – Group B and must be maintained for the duration of your employment as a Maintainer's Helper – Group B.

Medical Requirement: Medical guidelines have been established for the position of Maintainer's Helper - Group B. You will be examined to determine whether you can perform the essential functions of the position of Maintainer's Helper - Group B. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or 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) process required by federal law in order to be appointed to this safety-sensitive position.

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

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REQUIREMENTS TO BE APPOINTED: (continued)

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration and 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 New York City Transit.

HOW TO OBTAIN AN APPLICATION:

During the application period, you may obtain an *Application* for this examination online at <http://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 the 3 train to the Hoyt Street Station.

REQUIRED FORMS:

Application: Make sure that you follow all instructions included with your *Application*, including payment of fee. Save a copy of the instructions for future reference.

Education and Experience Test Paper: Write your social security number in the box at the top of the cover 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.

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.

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. MTA New York City Transit will **not** accept applications in person.

Applications by Mail must:

1. Include all 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 MTA New York City 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.

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) 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 this Notice of Examination for instructions on how to obtain a copy of the DCAS Exam Regulations.

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 New York City Transit Exam Information Center as indicated above and must submit the *Application* and required forms by mail **by the last day of the application period**.

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HOW TO SUBMIT AN APPLICATION WHEN REQUESTING A FEE WAIVER: (continued)

MTA New York City Transit will not accept applications in person. Additional information on requesting an application fee waiver is available with the *Application*.

ADMISSION LETTER:

An *Admission Letter* will be mailed to you about 10 days before the date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before the date of the multiple-choice test, you may obtain a duplicate letter at the MTA New York City Transit Exam Information Center (as indicated above).

A paper copy of the *Admission Letter* is your ticket for admission to the multiple-choice test.

THE TEST:

You will be given a competitive multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine your place on an eligible list.

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 multiple-choice test may include questions on general automotive theory, the proper selection and use of hand and power tools and equipment employed in the maintenance and repair of automobiles; safe work practices in automotive repair and maintenance shops; reading and interpreting written instructions; reading meters; taking measurements and basic shop computations; basic electrical and mechanical theory; and other related areas.

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 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.

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 reenter. If you disregard this instruction and reenter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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

THE TEST RESULTS:

If you meet the education and experience requirements and pass the competitive multiple-choice 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Promotional Examination: A promotion examination for this title is being held for eligible MTA New York City Transit employees. The names appearing on the promotion list will be considered first in filling vacancies with MTA New York City Transit.

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SPECIAL ARRANGEMENTS:

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.

Make-Up Test: You may apply for a make-up test if you cannot take the test on the regular test 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 you are an officer or employee of the City;
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;
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 60 days of your scheduled test date or make the request within 90 days following termination of your military duty.

CORRESPONDENCE:

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit 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. To update your contact information with MTA New York City Transit, you must submit a change request by mail. Your request must include your full name, social security number, exam title(s), exam number(s), and your old and new mailing and/or email address. **If you are a current MTA New York City Transit employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <https://www.mymta.info>.**

All correspondence, including the submission of your *Application*, must be sent to the following address:

Maintainer's Helper – Group B, Exam No. 8602
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.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the MTA New York City Transit, Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA New York City Transit is an Equal Opportunity Employer
Title Code No. 90724; The Rapid Transit Railroad Service; Group 1 - Per Diem and Per Hour Positions

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Filing Opened: October 4, 2017