

# MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

## Notice of Examination

### Plant & Equipment Maintainer, (HVAC) Exam No. 8103

**Application Deadline:** January 23, 2018

**Type of Test:** Practical Skills Test

**Application Fee:** \$68.00

**Test Date:** May 18, 2018

(Non-Refundable)

(subject to change)

#### **JOB DESCRIPTION:**

Under supervision, Plant and Equipment Maintainers (HVAC) perform general heating, ventilation and air conditioning at MaBTOA bus depots, repair shops, buildings and facilities. Install, clean, adjust, overhaul, repair and inspect (i) air conditioners and components such as compressors, condensers, evaporators, fan, motors, electrical and electronic controls and valves, (ii) boilers, furnaces and components such as boiler sections, monitoring equipment, heaters, radiators, piping, pumps, motors, electrical and electronic controls and valves. Braze pipe. Keep records and prepare reports. 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.

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

**Special Working Conditions:** Plant and Equipment Maintainers (HVAC) will be required to work various shifts, including nights, Saturdays, Sundays, and holidays.

#### **THE SALARY:**

The current assignment rate is \$31.0609 per hour for a 40-hour week with increments to \$36.3657 after five years. In addition, Plant and Equipment Maintainers (HVAC) receive night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and pension plan.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: January 3, 2018

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the application period you must have:

1. Four years of full-time paid experience as an HVAC mechanic at the journey-level who working from blueprints, and schematics, performs general heating, ventilation and air conditioning mechanical tasks.
2. Three years of full-time paid experience at the journey-level as describe in “1” above, plus graduation from a recognized trade school, vocational high school, or community college with a major sequence of courses in the HVAC industry, or
3. Three years of full-time satisfactory experience at the journey-level described in “1” above, plus two years of relevant full-time satisfactory helper experience as described in “1” above; or
4. Completion of a four-year full-time apprenticeship in the HVAC trade recognized by New York State Department of Labor, the U.S. Department of Labor or any state apprenticeship council which is recognized by the U.S. Department of Labor.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the application. If you are marked “Not Qualified,” your application fee will **not** be refunded.

**REQUIREMENTS TO BE APPOINTED:**

**Driver License Requirement:** At the time of consideration of appointment to Plant and Equipment Maintainer (HVAC), you must possess a Class B Commercial Driver License valid in the state of New York with proof of residence for the state in which the license was issued. If you have moving violations, license suspensions or an accident record, you may be disqualified. This license must be maintained for the duration of your employment in this assignment.

**Medical Requirements:** You are required to undergo a medical examination.

**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 and alcohol test or had a refusal to the 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.

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

**Proof of Identify:** 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 New York City Transit/MaBSTOA.

**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 Exam Information Center as indicated below.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: January 3, 2018

**MTA EXAM INFORMATION CENTER:** Open Monday through Friday, from 9 AM to 5 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:** Make sure that you follow all instruction with your Application, including payment of fee. Save a copy of the instructions for future reference.
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.
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, 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 his 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 as indicated below. New York City Transit will **not** accept *Applications* in person.

**Application 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.
4. Include the appropriate fee in the form of a money order.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: January 3, 2018

## THE TEST

The practical skills test will require you to demonstrate your HVAC knowledge and skills. A score of 70 is required to pass. Ties resulting from identical scores will be broken in an equitable manner to be determined by the NYT Transit Personnel Testing, Selection and Classification Unit.

## 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 do bring 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 score will 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 practical skills test site. The name that was used to apply for the exam must match the first and last name of 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 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 pass the practical skills test and are found qualified, 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. As vacancies occur, candidates will be considered for appointment in eligible list order. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

## SPECIAL ARRANGEMENTS

**Special Test Accommodations:** If you plan to request a special testing accommodation 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; or
2. On-the-job injury or illness where such applicant is an employee of any agency of the Metropolitan Transportation Authority (MTA) of New York State; or

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: January 3, 2018

**Make-Up Test: (Continue)**

3. Absence for one week following the death of spouse, domestic partner, parent, sibling, child or child of a domestic partner; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA NYC 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 and your documentation of special circumstance to the address found in the "Correspondence Section" below within 60 days of your scheduled test date or make the request within 60 days of restoration to your position after performing ordered military duty.

**ADDITIONAL INFORMATION**

**Probation:** Each appointee will be required to successfully complete a one-year probationary period, during which time the appointee may be terminated.

**Promotional Examination:** A promotional examination for this title is being held for eligible MaBSTOA employees. The names appearing on the promotion list will be considered first in filing vacancies with the MTA.

You are responsible for keeping your address up to date. Only the address on file with New York City Transit/MaBSTOA/MTA Bus will be used to mail correspondence.

**CORRESPONDENCE SECTION**

**Change of Contact Information:** It is critical that you promptly notify MTA/MaBSTOA 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/MaBSTOA you may:

1. Visit us at the MTA Exam Information Center;
2. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com), with the subject named 'Contact Info Update';
3. Mail us the updated info at the address below, with the words "Contact Info Update; next to the exam title.

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.

**If you are a current MTA employee, all changes to your employee contact information must be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Filing Period Opened: January 3, 2018

All other correspondence must be sent to the following address:

Plant & Equipment Maintainer, (HVAC) Exam No. 8103  
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.

---

**MaBSTOA IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL QUALIFIED PERSONS. THE LIST RESULTING FROM THIS EXAMINATION WILL BE BASED STRICKLY ON EXAMINATION RATINGS ATTAINED BY CANDIDATES THROUGH THEIR TEST SCORES, AS DESCRIBED ABOVE.**

**NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATON UNIT**  
Title Code: M0749

**Filing Period Opened: January 3, 2018**