



# Notice of Examination

## Maintainer (Bridges and Tunnels), Exam No. 0612

**Application Deadline:**

September 24, 2019

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$68.00

**Test Date:** (subject to change)

Saturday, January 11, 2020 or  
Sunday, January 12, 2020

### JOB DESCRIPTION

**Maintainer (Bridges and Tunnels)** is a technical class of positions responsible for the maintenance, repair and operation of various facilities and equipment of MTA Bridges and Tunnels. At assignment level I, under close supervision, they assist in the maintenance, repair and operation of MTA Bridges and Tunnels equipment and facilities. They assist in the maintenance of buildings, fixed and movable bridges, tunnels, and parts of these structures; climb bridge structures and main suspension cables to perform work on same; assist in the operation of movable bridges; assist in the maintenance of and making repairs to electrical wiring systems, power and control equipment and mechanical equipment, such as fans, pumps and heating boilers; assist in the operation and maintenance of automotive and mobile equipment used by MTA Bridges and Tunnels in the maintenance of its services and structures; assist in the clearing and cleaning of buildings, bridges, approaches and tunnels; assist in painting and installing signs; assist in the use and maintenance of shops required for the continued operations of MTA Bridges and Tunnels facilities; assist in clearing of snow, debris removal and cleaning of MTA Bridges and Tunnels' facilities; drive motor vehicles, trucks, and operate heavy duty equipment; may work with welding and burning equipment; and perform related work.

(Continued)

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Filing Opened: September 4, 2019

## **JOB DESCRIPTION (Continued)**

Some of the physical activities performed by Maintainers (Bridges and Tunnels) and environmental conditions experienced are: walking to and from equipment sites to perform operations and maintenance duties; working in various weather conditions; and climbing bridge structures and main suspension cables and performing work on same. Maintainers (Bridges and Tunnels) may be required to work at heights from movable or fixed platforms.

**Special Working Conditions:** Maintainers (Bridges and Tunnels) 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 for Maintainer (Bridges and Tunnels) is \$53,594 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of MTA Bridges and Tunnels. 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 one the following requirements:

1. Two years of full-time, satisfactory experience within the last five years installing, maintaining or repairing mechanical or electrical equipment or performing structural repairs; or
2. One year of experience as described in "1" above, that is after you have
  - a. Graduated from a trade school or technical school, with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field, totaling 600 hours; or
  - b. Graduated from a vocational high school with a major course of study in electrical, mechanical, automotive, welding, carpentry, or machinist work, or a closely-related field; or
  - c. An associate degree or higher degree in electrical work, electronic technology, electrical engineering, mechanical work, mechanical technology, mechanical engineering, automotive work, or a closely related field from an accredited college or university.

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

The high school, 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 of Higher Education Accreditation (CHEA).

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting the *Application*. You may be given the test 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.

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## **REQUIREMENTS TO BE APPOINTED**

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

1. A Class A Commercial Driver License (CDL) valid in the State of New York, with endorsements for Tow Truck, Hazardous Materials, Tank Vehicles, Doubles/Triples, Tank/Hazmat and Passenger Transport; without a restriction for "No Airbrake Equipped CMV" and with no other restrictions that would preclude the performance of the duties of Maintainer (Bridges and Tunnels); or
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class A CDL valid in the State of New York as described in "1" above.

If you qualify under "2" above, your appointment will be subject to the receipt of the CDL described in "1" above at the end of an MTA Bridges and Tunnels sponsored special training course for appointees who need to obtain the CDL, including sponsoring of one road test as a condition of further employment. If you fail to successfully complete the special training course, including receipt of the required CDL, your employment will be terminated.

Candidates must be 21 years of age to obtain this license. The CDL, as described above, must be maintained for the duration of your employment. If you have moving violations, a license suspension or an accident record, you may be disqualified

**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 Maintainer (Bridges and Tunnels). 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 him or her 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 appointed 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.

**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 Bridges and Tunnels.

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## HOW TO OBTAIN AN APPLICATION

During the application period, the application and other required forms for this examination will be attached to this Notice of Examination. Additional copies of this Notice and the required forms may be obtained during the application period at <http://mta.info/nyct/hr/appexam.htm>, or you may obtain a printed copy in person at the MTA Exam Information Center, as indicated below.

**MTA 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, 3, or the G train to the Hoyt Street Station.

## REQUIRED FORMS

1. **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.
2. **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.
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 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. 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 can also access the *Foreign Education Fact Sheet* on our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm).

**Note:** If you have earned a higher-level degree in the United States that supersedes the level 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.

## 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. The MTA 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 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, the exam title and exam number

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## HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE (Continued)

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 non-refundable. Under special circumstances, you may be entitled to a refund. You should refer to the Department of Citywide Administrative Services (DCAS) General Exam Regulations to determine if you are entitled to a refund prior to requesting one. 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 General 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 Exam Information Center as indicated above and must submit the *Application* and required forms by mail to the address in the "Correspondence" section below **by the last day of the application period**.

The MTA will not accept *Applications* in person. Additional information on how to request an application fee waiver is available with the *Application*.

## ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the multiple-choice test. If you do not receive an *Admission Letter* at least 4 days before this date, you may obtain a duplicate letter at the MTA Exam Information Center (as indicated above). 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 competitive multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list. You may be given the test before we check your eligibility.

You will be scheduled to take the test on one of the dates listed in the above "Test Date" box. You will be randomly 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.

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 that require the use of any of the following knowledge areas/abilities: cleaning, greasing, painting, plumbing, heating and ventilation systems, carpentry and masonry work; safe work practices and precautions involving scaffolds, ladders, electrical equipment and machinery; use of hand tools and machine shop practices; simple arithmetic related to shop work; electrical and electronic equipment; materials used in maintenance work such as piping, sheet metal, paints, paving and masonry materials; maintenance and repair of automotive vehicles; reading and interpreting instructions; and other related areas.

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Filing Opened: September 4, 2019

## 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, 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.

**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 license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer Identification Card with photo, IDNYC, or Student Identification Card 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 competitive multiple-choice test, your name will be placed 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

**Probationary Period:** You will be required to complete a one-year probationary period. Those who do not successfully complete the probationary period may be terminated.

**Training Requirement:** Appointees to the title of Maintainer (Bridges and Tunnels) are required to pass a maintenance training and safety program upon hire.

## 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 first scheduled test date.

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## SPECIAL ARRANGEMENTS (Continued)

**Make-Up Test:** You may apply for a make-up test if you cannot take the Multiple-Choice 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 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 the MTA 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 after performing ordered military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (telephone number, mailing address and/or email address) current with the MTA. You may miss important information about your exam(s) or consideration for appointment or promotion, 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, you must do one of the following:

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'; or
3. Mail us 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. **All changes to an MTA employee's contact information must also be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.**

All other correspondence must be sent to the following address:

Maintainer (Bridges and Tunnels), Exam No. 0612  
MTA Bridges and Tunnels  
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.

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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 Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201.

MTA Bridges and Tunnels is an Equal Opportunity Employer  
Title Code No. 90807; Bridge and Tunnel Service (Triborough Bridge & Tunnel Authority): The Maintenance Staff.