



# Notice of Examination

## Maintainer (Bridges and Tunnels)

### Exam # 7617

**Application Deadline:**

June 27, 2017

**Type of Test:**

Multiple-Choice

**Application Fee:**

\$68.00

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

Saturday, September 23, 2017 or

Sunday, September 24, 2017

### 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 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 the 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 the 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.

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

The current minimum salary for Maintainers (Bridges and Tunnels) is \$50,507 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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Filing Opened:** June 7, 2017

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the Application Period you must have:

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, plus
  - a. Graduation 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. Graduation 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.

Vocational high school, trade school or technical 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 test before we review your qualifications.

**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.

The CDL, as described in "1" 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.

If you qualify under "2" above, your appointment will be subject to the receipt of the CDL described in "1" above within 12 months of appointment as a condition of further employment. Candidates must be 21 years of age to obtain this license.

MTA Bridges and Tunnels will conduct a special training course for appointees who need to obtain the CDL described in "1" above, including sponsoring one road test. If you fail to obtain the required CDL within 12 months of appointment, your employment will be terminated.

**Medical Requirement:** Medical guidelines have been established for the position of Maintainer (Bridges and Tunnels). Candidates will be examined to determine whether they can perform the essential functions of the position of Maintainer (Bridges and Tunnels). 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 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 for a previous Federal DOT-regulated employer in the last three (3) years, or on a pre-employment drug or alcohol test for any employer in the last two (2) years, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education treatment process required by federal law prior to appointment 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 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.

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

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**Filing Opened: June 7, 2017**

## 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 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 G trains 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.

## 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 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, 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 Exam Information Center as indicated below and must submit the *Application* 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 requesting an application fee waiver is available with the *Application*.

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## 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 the first date of the multiple-choice test, 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.

## THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will be used to determine your place on an eligible list. The multiple-choice test may include questions on 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.

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 will not be granted once the eligible list is established.

## 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 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 inside 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's 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, 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 multiple-choice test, your name will be placed in 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.

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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 first scheduled test date.

**Make-Up Test:** You may apply for a make-up test if you cannot take the test on the scheduled 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 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 within 90 days following termination of your military duty.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you promptly notify MTA Bridges and Tunnels 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 Bridges and Tunnels, 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 at the address below, with the words 'Contact Info Update' next to the exam title.

Your request must include your full name, social security number, 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>.**

All other correspondence must be sent to the following address:

Maintainer (Bridges and Tunnels), Exam No. 7617  
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.