



New York City Transit

Notice of Examination

Promotion to Car Maintainer – Group B ((Machinist)) Exam No. 9714

Application Deadline:

December 24, 2018

Types of Tests:

Qualifying Written Test and
Competitive Practical Skills Test

Application Fee:

\$82.00

Test Date: (subject to change)

Saturday, March 9, 2019 or
Sunday March 10, 2019

JOB DESCRIPTION

Car Maintainers – Group B, under supervision, perform machine shop work related to the maintenance, alteration and repair of subway cars. They operate lathes, milling machines, boring mills, shapers, drill presses and surface grinders; machine wheel seats on subway car axles; bore subway car wheels to fit axle seats; recondition journal bearings; cut new teeth for gear blank; cut internal and external threads; make complex machined parts; drill holes; grind metal surfaces; keep records; may be assigned to inspect new equipment and material at manufacturing plants; and perform related work.

Some of the physical activities performed by Car Maintainers – Group B, and environmental conditions experienced are: lifting and carrying heavy supplies, equipment and material; reading gauges, blueprints and drawings; using power-operated and computerized machinery; distinguishing color-coded lights on such machinery; hearing warning signals and bells; using hand tools and operating machine-shop machinery requiring finger-dexterity; and working on or near tracks where live high-voltage equipment is present.

Special Working Conditions: Car Maintainers – 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.)

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SALARY AND BENEFITS

The current minimum salary for Car Maintainer – Group B is \$32.1731 per hour for a 40 hour week. This rate is 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 written 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 employed in the Division of Car Equipment; 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 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 and 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.

Medical Requirement: Medical guidelines have been established for the position of Car Maintainer – Group B. Candidates will be examined to determine whether they can perform the essential functions of the position of Car Maintainer – 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 perform the essential function 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.

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HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

If you believe you meet the requirements in the “Eligibility to Take Examination” section, submit an *Application* online by the last day of the application period unless you are requesting a fee waiver. Applicants who wish to request a fee waiver should refer to the “How to Submit an Application When Requesting a Fee Waiver” section below. *Applications* will not be accepted in person.

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

Online Applications:

1. Apply using the “BSC” employee portal at www.mymta.info by the last day of the *Application* period.
2. You must pay the *Application* fee via payroll deduction. Applicants who request a fee waiver must apply by mail.
3. You will be sent a confirmation email after you complete your *Application* and pay the *Application* fee.

Save your confirmation numbers for future reference and proof of filing an *Application*.

Computers with internet access are available on a limited basis at branches of the New York Public Library, the Brooklyn Public Library and the Queens Library to patrons with a valid library card.

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* by mail to the address in the Correspondence section below **by the last day of the application period**.

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

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

ADMISSION LETTER

An *Admission Letter* will be mailed to you about 10 days before the first date of the written 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 NYC Transit Exam Information Center (as indicated above). A paper copy of the *Admission Letter* is your ticket for admission to the test.

Employees **must** keep their official mailing address **up to date**. Only the address on file with the MTA Business Service Center will be used to mail correspondence, including the *Admission Letter*.

If your official mailing address is **not** up to date, please refer to the “*Correspondence*” section below to update your information with MTA New York City Transit and the MTA Business Service Center (BSC).

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THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. A score of at least 70% is required to pass each test. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical 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 a 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 written 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 when the eligible list is established.

The qualifying multiple-choice test may include questions on: machine shop machinery, including lathes, milling machines, boring mills, shapers, drill presses and surface grinders; various machinist tools, including measuring devices such as micrometers, pyrometers and dial indicators; reading and interpreting blueprints and technical drawings, job related mathematics; safe work practices and procedures; and other related matters.

The practical skills test will require you to perform machine and bench work tasks while demonstrating safe and proper use of hand tools and machinery.

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.

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.

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THE TEST RESULTS

If you pass the qualifying multiple-choice test and the competitive practical skills test 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 the requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Selective Certification for Special Experience: If you have the experience listed below, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience.

If you have the experience, as listed below, follow the instructions given to you on the date of the practical skills test to indicate your interest in such selective certification(s). Your experience will be verified by MTA New York City Transit at the time of promotion.

Selective Certification for positions requiring CNC (Computer Numerical Control) Machine Operator Experience: In addition to meeting requirements in the “Eligibility” section above, you must have two years of CNC (Computer Numerical Control) Machine Operator experience.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the “Correspondence Section” below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

SPECIAL ARRANGEMENTS

Late Filing: Consult with **your department’s Human Resources representative** to determine the procedure for filing 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 on or before the first date of the Written test.

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 60 days of restoration to your position after performing ordered military duty.

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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.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your employee contact information (telephone number, mailing address and/or email address) current with MTA New York City Transit and the MTA Business Service Center (BSC).

You may miss important information about your exam(s) or consideration for 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 with the MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Email us at 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.

To update your contact information with the MTA Business Service Center (BSC), you must also:

1. Visit the employee portal at www.mymta.info; and
2. Update your information by selecting the “My Personal Information” tab

All other correspondence must be sent to the following address:

Promotion to Car Maintainer – Group B, Exam No. 9714
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.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. Copies are available at 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 92605; The Rapid Transit Railroad Service; Group I Per Diem and Per Hour Positions