



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Promotion to Bus Maintainer (Chassis), Exam No. 8208

Application Deadline:

April 24, 2018

Type of Test:

Multiple Choice and Practical Skills
Test

Application Fee: (Non-refundable)

\$68.00

Multiple-Choice Test Date:

(subject to change)
Saturday, June 2 or
Sunday, June 3, 2018

This is **NOT** a New York City Transit position. This is **Not** a Civil Service position.

ELIGIBILITY TO TAKE THE EXAMINATION

You must be employed as a **Maintainer's Helper, Cleaner/Maintainer's Helper or Stock Worker in MaBSTOA on the first date of the multiple-choice test** and not otherwise ineligible.

YOU ARE **NOT** ELIGIBLE TO TAKE THIS EXAMINATION IF...

You are an employee of New York City Transit, MTA Bus Company or any MTA agency other than MaBSTOA. 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.

JOB DESCRIPTION

Bus Maintainers (Chassis) maintain, inspect, test, diagnose, overhaul, rebuild and repair all vehicle systems, components and accessories to industry work standards. This includes, but is not limited to, the vehicle body, structure, interior panels, trim, seating and glazing; axles, suspension, steering and braking components and systems; driveline or propulsion system components, prime movers and auxiliary drive units; HVAC, lighting and electrical systems; microprocessor controllers, Programmable Logic Controllers (PLCs) and multiplex electronic systems; and vehicle energy storage systems and devices. Bus Maintainers (Chassis) operate vehicles, including trucks and buses of various sizes and configurations. They also maintain and repair equipment and tools used in the activities mentioned above; drive motor vehicles; keep written and electronic records of work activities; and perform related work.

Some of the physical activities performed by Bus Maintainers (Chassis) and environmental conditions they experience are: working outdoors in all weather conditions; crawling under and on top of buses; working in confined areas; lifting and carrying heavy parts, tools, and equipment; climbing into and out of buses that are suspended on lifts; reaching into dark spaces and making tactile inspections; making visual inspections of equipment; distinguishing colors; reading gauges and prints; reading, interpreting and applying written or graphic technical repair instructions; and responding to sounds from warning bells, horns, and vehicle movement.

Special Working Conditions: Bus Maintainers (Chassis) will 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 is \$30.0609 per hour for a 40-hour work week increasing to \$35.3657 in the sixth year. These rates are subject to change.

REQUIREMENTS TO BE PROMOTED

Probation Completed: To be promoted from the eligible list resulting from this examination, you must have completed your probationary period in the eligible title as indicated in the "Eligibility to Take Examination" section above.

Driver License Requirement: At the time of promotion, you must possess 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 Motor Vehicle Driver License valid in the State of New York and a Learner 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, your promotion will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions at the end of a special training course in bus operation. If you fail to successfully complete the special training course in bus operation, including the receipt of a Class B Commercial Driver License valid in the State of New York with a passenger endorsement and no restrictions, you will be returned to your previous title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Bus Maintainer Chassis. You will be examined to determine whether you can perform the essential functions of the position of Bus Maintainer Chassis. 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 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) process required by federal law in order to be promoted to this safety-sensitive position.

Pre-Promotional Evaluation: All promotions are subject to pre-promotional evaluations.

HOW TO SUBMIT AN APPLICATION AND PAY THE APPLICATION FEE

You must apply online for this examination 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.

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 given a confirmation number after you submit your application and authorize the payroll deduction.

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 NYC Transit Exam Information Center (as indicated below) and must submit the *Application* by mail **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*.

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

MTA NYC 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

You should receive an *Admission Letter* in the mail 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.

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*.

THE TEST

You will be given a qualifying multiple-choice test and a competitive practical skills test. You must achieve a score of at least 70% to pass each test. Your score on the practical skills test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the qualifying multiple-choice and practical skills tests to have your seniority credited. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test.

The qualifying multiple-choice test may include questions on: the maintenance, troubleshooting and repair of buses, automobiles and trucks, including their engines, transmissions, running gears, air-conditioning, and electrical and mechanical accessories; proper selection and use of materials, machinery and tools of the trade; safe and efficient work practices; reading and interpreting specifications and drawings; related mathematical calculations; record keeping; and other related areas.

The competitive practical skills test may be designed to measure your ability to use tools; read schematics; install, repair, and adjust vehicle components; and troubleshoot and repair electrical components using meters and other equipment.

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 **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 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 multiple-choice test.

Required Identification: You must present your MaBSTOA ID when you arrive to take each respective test.

Leaving: You must leave the test site once you finish the multiple-choice test. If you leave the test site after being fingerprinted, but before completing 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 pass the qualifying multiple-choice and practical tests 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 requirements and conditions, you will be considered for promotion when your name is reached on the eligible list. The eligible list for this exam may remain in effect up to 4 years from the date it is established.

ADDITIONAL INFORMATION

You will be required to successfully complete and pass all parts of a training course in bus maintenance operations before the end of a one-year probationary period. If you do not successfully complete the probationary period, you may be returned to your former title at the discretion of MaBSTOA.

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 date of the practical skills test.

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;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
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 one week of your 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 NYC Transit. 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. All changes to your employee contact information should be made through the MTA Business Service Center (BSC) via the employee portal at <http://www.mymta.info>.

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

Promotion to Bus Maintainer (Chassis), Exam No. 8208
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.

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

NYCT/MaBSTOA/MTA PERSONNEL TESTING, SELECTION & CLASSIFICATIONS UNIT
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