



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Promotion to Bus Maintainer (Chassis)

Exam No. 9203

Application Deadline:

May 21, 2019

Types of Tests:

Multiple-Choice & Practical Skills

Application Fee:

\$82.00

Test Date: (subject to change)

Saturday, August 24, 2019 or
Sunday, August 25, 2019

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; 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; responding to sounds from warning bells, horns, and vehicle movement; and wearing personal protective equipment.

Special Working Conditions: Bus Maintainer (Chassis) 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 Bus Maintainer (Chassis) is \$30.81 per hour for a 40-hour work week. This rate is subject to change.

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Filing Opened: May 1, 2019

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MaBSTOA who **on the first date of the multiple-choice test** are employed in the title of Maintainer's Helper, Cleaner/Maintainer's Helper or Stock Worker and is not otherwise ineligible.

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 departments Human Resources representative. You may be given the tests 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 New York City Transit or MTA Bus Company, or to employees of MTA agencies other than MaBSTOA.

REQUIREMENTS TO BE PROMOTED

Probation Completed: At the time of promotion, you must have completed your probationary period in one of the eligible titles indicated in the above "Eligibility to Take Examination" section.

Driver License Requirement: If you are considered for promotion to the title of Bus Maintainer (Chassis), you must meet the requirements in "1" or "2" below at the time of consideration for promotion:

1. A Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement and no disqualifying restrictions that would preclude the performance of the duties of this title.
2. A Motor Vehicle Driver License valid in the State of New York and a Learner Permit for a Class B CDL 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 CDL valid in the State of New York with a passenger endorsement and no disqualifying 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 CDL valid in the State of New York with a passenger endorsement and no disqualifying restrictions, your employment will be terminated or you will be returned to your previously held title. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class B Commercial Driver License (CDL) with a passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment in the title. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Bus Maintainer (Chassis) work.

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 Bus Maintainer (Chassis). Candidates will be examined to determine whether they 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 take the examination and/or perform the essential functions of the job.

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REQUIREMENTS TO BE PROMOTED (Continued)

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.

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. MTA New York City Transit will not accept applications 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”) 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 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 number after you complete your *Application* and pay the application fee.

Save your confirmation numbers for future references 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 below 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 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 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.

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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 the qualifying multiple-choice test and competitive practical skills test. Your score on the competitive practical skills test will determine 90% of your final score. Your seniority will determine the remaining 10%. You must pass the qualifying multiple-choice test and competitive practical skills test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MaBSTOA up to a maximum total of 100 for 10 years of service. Your service will be credited through the first date of the competitive multiple-choice test, up to a maximum of 10 years. Partial seniority will be given for each day served as a MaBSTOA employee.

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, 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.

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 each test.

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 requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

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

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SPECIAL ARRANGEMENTS (Continued)

2. You become eligible after the above application period, but on or before the first date of the multiple-choice test.

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; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
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; or
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 60 days of your scheduled test date or make the request within 60 days of restoration to your position after performing ordered military duty.

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: You must keep your employee contact information (telephone number, mailing address and email address) current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**.

To update your contact information with the MTA New York City Transit, you must:

1. Visit us at the MTA Exam Information Center;
2. Send an e-mail to 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 visit www.mymta.info and select the "My Personal Information" tab.

Failure to keep your employee contact information current with **both MTA New York City Transit and the MTA Business Service Center (BSC)**, will prevent you from receiving important information about your exam(s) or consideration for promotion, including important information that may require a response by a specified deadline.

All other correspondence must be sent to the following address:

Promotion to Bus Maintainer (Chassis), Exam No. 9203
MTA New York City Transit
180 Livingston Street, Room 4070
Brooklyn, NY 11201

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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 General Examination Regulations of the Department of Citywide Administrative Services are posted at www.nyc.gov/dcas and copies are available in the MTA Exam Information Center, 180 Livingston Street (Lobby), Brooklyn, NY 11201. The list resulting from this examination will be based strictly on examination ratings attained by candidates through their test scores and seniority ratings, as described above.

NYCT/MaBSTOA/MTA Bus Co. Personnel Testing, Selection and Classifications Unit

Title Code No. M2516

Filing Opened: May 1, 2019