



Notice of Examination

Promotion to Bus Maintainer (Chassis), Exam No. 9401

Application Deadline:

September 25, 2018

Type of Test:

Multiple Choice and Practical Skills
Test

Application Fee: (Non-refundable)

\$68.00

Multiple-Choice Test Date: (subject to
change)

Saturday, December 15 or
Sunday, December 16, 2018

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

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

Rates vary by depot as follows:

Baisley Park, College Point, Eastchester, LaGuardia, and Yonkers – The current minimum salary is \$25.374095 per hour for a 40-hour week. *John F. Kennedy, Far Rockaway and Spring Creek* – The current minimum salary is \$22.3100 per hour for a 40-hour week. These rates are subject to change.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Filing Opened: September 5, 2018

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of **MTA Bus Company** who **on the day of the multiple-choice test**:

1. Is employed in the title of Maintainer's Helper; or
2. Is employed in the title of Cleaner/Maintainer's Helper **and** meets one of the following education and experience requirements by the last day of the application period:

Education and Experience Requirements:

NOTE: If you are a Maintainer's Helper, you do not need to submit your education and experience. If you are a Cleaner/Maintainer's Helper, you must meet one of the requirements below in order to qualify and must submit your education and experience when you apply:

- A) Two years of full-time satisfactory experience as a mechanic's helper, apprentice or trainee performing or assisting in the performance of automotive or aircraft maintenance and repair; or
 - B) Graduated from a recognized trade school or technical school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics or a closely related field, totaling 600 hours; or
 - C) Graduated from a vocational high school, approved by a state's Department of Education or comparable agency, with a major course of study in automotive mechanics, or a closely related field; or
 - D) Graduated from an accredited college or university with an AAS degree or higher in automotive mechanics or a closely related field. Accreditation must be by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).
3. And is not otherwise ineligible.

The following are types of experience that are not acceptable: Auto body mechanic's helper, tire repair and replacement, vehicle cleaning, automotive parts sales, exclusive lube or fuel servicing, specialty parts replacement (e.g. muffler, glass), sound system technician.

Foreign Education Fact Sheet (Cleaner/Maintainer's Helpers only - Required only if you need credit for your foreign education to meet the education and experience requirements): 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 on the Foreign Education Fact Sheet, which will be available when you complete your application online. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education.

Please Note: Only applicants who are eligible under "2" in the "**Eligibility to Take Examination**" section are required to submit their education and experience and, if applicable, the Foreign Education Fact Sheet.

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 New York City Transit, MaBSTOA or to employees of other MTA agencies.

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REQUIREMENTS TO BE PROMOTED

Driver License Requirement: At the time of promotion, you must possess either:

1. A Class B *Commercial Driver License (CDL)* 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 (CDL)* valid in the State of New York with a passenger endorsement and no disqualifying restrictions.

Candidates who qualify under “2” above will be promoted subject to the receipt of a Class B Commercial Driver License (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.

Candidates who 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, will be terminated.

If you have serious moving violations, a license suspension or an accident record, you may be disqualified. The Class B CDL with passenger endorsement and no disqualifying restrictions must be maintained for the duration of your employment.

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.

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 position.

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

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.

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.

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. To request a fee waiver, you 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 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.

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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 New York City Transit Exam Information Center (as indicated below) and must submit the *Application* and required forms 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*.

MTA New York City Transit Exam Information Center: Open Monday through Friday, from 9 AM to 3PM, in the lobby of 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 or 3 trains to the Hoyt Street Station.

ADMISSION LETTER

An *Admission Letter* or a *Not Eligible or Qualified 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 New York City 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**. The address on file with the MTA Business Service Center (BSC) may 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. Only those who pass the qualifying multiple-choice test will be called to take the practical skills test. Your score on the practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the test to have your seniority credited. Your seniority score will be 70 plus 3 points for each year of service in MTA Bus Company or one of the private bus companies consolidated under MTA Bus Company to a maximum of 100% for 10 years or more of eligible service. Partial seniority credit will be given for each day served as an MTA Bus Company employee. Time served prior to a break in service of more than one year will not be credited.

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.

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.

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.

You must present your employee ID when you arrive to take the multiple-choice test.

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THE TEST RESULTS

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

Vacancies at the Far Rockaway and John F. Kennedy depots will be filled through the canvassing of eligible candidates employed at either depot in list order. Vacancies at the Baisley Park, College Point, Eastchester, LaGuardia, and Yonkers depots as well as those at the East New York shop will be filled through the canvassing of eligible candidates employed at any one of those locations in list order. Vacancies at the Spring Creek depot will be filled through the canvassing of eligible candidates employed at that depot in list order.

ADDITIONAL INFORMATION

You are required to complete and pass all parts of a training course in bus maintenance operations before the end of a six-month probation period. Those probationary employees who do not successfully complete this training course will be returned to their previous titles.

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 day of the multiple-choice 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;
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.

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CORRESPONDENCE

Change of Contact Information: It is critical that you promptly notify MTA New York City Transit Examinations Unit 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, you may:

1. Visit us at the MTA New York City Transit 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.

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 your employee 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:

Promotion to Bus Maintainer (Chassis), Exam No. 9401
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.

MTA Bus Company 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, as described above.

NYC Transit Personnel Testing, Selection & Classification Unit
Title Code: MTA03

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
Filing Opened: September 5, 2018

FOREIGN EDUCATION FACT SHEET

- To receive credit in the examination for your foreign education, you must have your foreign education evaluated **by one of the approved services listed on the reverse side.**
- Refer to the Required Forms section of the Notice of Examination to find out whether you need a “document-by document” (general) evaluation or a “course-by-course” evaluation (which includes a “document by-document” evaluation) of your foreign education.
- Evaluation fees must be paid by the applicant.
- Your evaluation must be received no later than **8 weeks** from the application deadline. If your evaluation is not received by this time, your foreign education will not be rated. An extension of this time limit is available if the evaluation service submits an acceptable reason in writing for the delay.
- All acceptable foreign education evaluation documents submitted directly by the evaluation service to the address below will be retained by MTA New York City Transit in a permanent file for future reference.

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1. Have the evaluation service mail your completed original evaluation to:

Personnel Testing, Selection and Classification Unit
c/o (please state the specific Exam Title and Exam Number)
180 Livingston Street, Room 4070
Brooklyn NY 11201

2. Have the evaluation service include:
 - Your **name** and **social security number** with the evaluation; and
 - The **title** and **examination number** of the examination you are applying for on the envelope.
 - A stamped, self-addressed stamped post card (as mentioned in # 6 below).
3. Photocopies sent by candidates will **not** be accepted.
4. Only evaluations which have the raised seal or original stamp of the evaluation service on the document **and** are submitted directly to MTA New York City Transit by an approved evaluation service will be accepted.
5. If you previously had an evaluation by one of the approved services listed on the reverse side, you may request that the service send a certified duplicate original directly to MTA New York City Transit.
6. To obtain confirmation that MTA New York City Transit has received your evaluation from the service, have a stamped, self-addressed post card sent to us by the service along with your evaluation. We will return the post card to you to acknowledge that your evaluation has been received.

SEE NEXT PAGE FOR APPROVED FOREIGN EDUCATION EVALUATION SERVICES

FOREIGN EDUCATION FACT SHEET

**Center for Applied Research,
Evaluation & Education, Inc.**
International Evaluation Service
P.O. Box 18358
Anaheim, CA 92817
Phone: (714) 237-9272; 237-9276
Fax: (714) 237-9279
E-mail: evalcaree@yahoo.com
Web: <http://www.iescaree.com>

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
E-mail: edint@gis.net
Web: <http://www.educationinternational.org>

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825-6738
Phone: (916) 921-0790
Fax: (916) 921-0793
E-mail: edu@eres.com
Web: <http://www.eres.com>

Evaluation Service, Inc.
333 W. North Avenue #284
Chicago, IL 60610
Phone: (847) 8569
Fax: (312) 587-3068
E-mail: info@evaluationservice.net
Web: www.evaluationservice.net

Foreign Academic Credentials Services, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
E-mail: facsa@aol.com
Web: www.facsusa.com

Educational Perspectives, NFP.
P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
Email: info@edperspective.org
Web: <http://www.edperspective.org>

Foundation for International Services, Inc.
505 Fifth Avenue South
Suite 101
Edmonds, WA 98201
Phone: (425) 248-2255
Fax: (425) 248-2262
E-mail: info@fis-web.com
Web: www.fis-web.com

Globe Language Services, Inc.
305 Broadway, Suite 401
New York, New York 10007
Phone: (212) 227-1994
Fax: (212) 693-1489
E-mail: info@globelanguage.com
Web: www.globelanguage.com

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
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Fax: (215) 349-0026
E-mail: icd@icdeval.com
Web: <http://icdeval.com>

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450 Fashion Avenue, Suite 1004
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Web: <http://www.spantran.com>

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