



MaBSTOA/Bus Company

Manhattan and Bronx Surface
Transit Operating Authority

REQUIRED FORM(S)

APPLICATION FORM

EDUCATION AND
EXPERIENCE TEST
PAPER

FOREIGN
EDUCATION FACT
SHEET (IF
APPLICABLE)

NOTICE OF EXAMINATION

CLEANER / MAINTAINER'S HELPER

EXAM NO. 3001

WHEN TO APPLY: From: November 4, 2009
To: November 24, 2009

APPLICATION FEE: \$30.00
Payable only by money order to
MaBSTOA

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, January 30, 2010.

READ THIS IMPORTANT NOTICE BEFORE APPLYING

EDUCATION AND/OR EXPERIENCE IN AUTOMOTIVE MAINTENANCE IS REQUIRED TO QUALIFY FOR THIS POSITION. CAREFULLY READ THE "HOW TO QUALIFY" SECTION BELOW BEFORE SUBMITTING YOUR APPLICATION. THE APPLICATION FEE OF APPLICANTS WHO DO NOT MEET THE QUALIFICATION REQUIREMENTS WILL NOT BE REFUNDED.

The eligible list resulting from this examination will be used to fill vacancies in the title of Cleaner/Maintainer's Helper in Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA) and the MTA Bus Company. The name of anyone who accepts or declines an appointment to either agency will be removed from the eligible list.

JOB DESCRIPTION: Cleaner/Maintainer's Helpers clean, sweep and wash buses, depots, garages, shops and other MaBSTOA or MTA Bus Company facilities; and perform related work. Cleaner/Maintainer's Helpers employed at the MTA Bus Company may also shift buses. Cleaner/Maintainer's Helpers may be temporarily assigned, on an as-needed basis, to perform the duties of Maintainer's Helper.

Cleaner/Maintainer's Helper may be promoted to the title of Maintainer's Helper, in seniority order without further examination.

Maintainer's Helpers assist in the maintenance, installation, inspection, testing, alteration and repair of bus and other electromechanical equipment; clean and lubricate bus parts; move bus parts and equipment using forklifts, hi-los, hoists, hand-trucks and conveyors; measure tire pressure and change flat tires; check and maintain fluid levels of engine oil, batteries, radiators and windshield washer reservoirs; fuel buses; drain waste oil; sandblast parts; drive/shift buses and trucks; and perform related work.

Some of the physical activities performed by Cleaner/Maintainer's Helpers and Maintainer's Helpers and environmental conditions they experience include working outdoors in all kinds of weather; walking on slippery surfaces; reading gauges in dimly lit areas; climbing and descending ladders; wearing goggles, gloves and a face mask; using both hands to work overhead for extended periods of time; responding to audible signals (i.e.; alarms, bells, horns, whistles); responding to visual signals; distinguishing colors; using manual equipment and lifting and carrying heavy equipment.

TRAINING: You must successfully complete a training course in forklift operation during your probationary period. Those who do not successfully complete such training may be terminated.

SALARY AND BENEFITS: The current appointment rate is \$13.61 per hour for a 40-hour week increasing to \$22.8125 per hour after 36 months. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend differentials, paid holidays, vacation and sick leave, a comprehensive health plan and a pension plan. These benefits vary based on the respective collective bargaining agreements of each agency.

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 performing or assisting in the of inspection, installation, alteration, maintenance, testing or repair of bus, truck, aircraft or other automotive mechanical components including bodies, engines, transmissions, brakes, electrical systems, automotive air conditioning or other automotive accessories; or
2. Graduated from a vocational high school with a major course of study in automotive maintenance, or a closely related field. This school must be approved by a state's Department of Education or comparable agency; or
3. Graduated from a recognized trade school or technical school with a major course of study in auto-mechanics, or a closely related field, totaling at least 600 hours. This school must be approved by a state's Department of Education or comparable agency; or
4. An AAS degree or higher from an accredited college or university in auto-mechanics or a closely related field. Accreditation must be by a 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).

The test may be administered before a review of your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified" you will receive a disqualification notice.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: A motor vehicle driver license valid in the State of New York is required at the time of appointment.

In addition, those appointed to the MTA Bus Company must possess, upon the completion of a three-week induction training program, either

- (1) a Learner Permit for a Class B Commercial Driver License with passenger endorsement and no air-brake restriction valid in the State of New York; or
- (2) a Class B Commercial Driver License (CDL) with a passenger endorsement and no air-brake restriction valid in the State of New York.

If qualified under "1" above, your appointment 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 air-brake restriction at the end of a training course in bus operation. If you fail to successfully complete this training, including the receipt of a Class B Commercial Driver License as indicated above, you may be terminated.

If you have serious moving violations, license suspension or an accident record you may be disqualified.

The above licenses must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Cleaner/Maintainer's Helper. You will be examined to determine whether you can perform the essential functions of this position. 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 to be appointed.

Residency: City residency is not required for this position.

English Requirement: You 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 MaBSTOA / MTA Bus Company.

HOW TO APPLY: You can obtain an application for this examination as follows:

1. online during the application period at <http://www.mta.info>; or
2. by mail. Send a self-addressed stamped envelope to the address found in the "Correspondence Section" on page 3; or
3. in person, Mondays through Fridays during the application period, from 8 a.m. to 5 p.m. at:

**MTA NYCT/MaBSTOA/MTA Bus Company
Department of Administration
180 Livingston Street (Lobby)
Brooklyn, NY**

REQUIRED FORM(S):

1. **Application for Examination**

2. **Education and Experience Test Paper: This form must be filled out completely and in detail.** Keep a copy of your completed Education and Experience Test Paper for your records.

HOW TO SUBMIT APPLICATIONS: Completed applications will be accepted **by mail only** at the address found in the "Correspondence Section" below, and **must** be received with the specified application fee no later than the last day of the filing period. Refer to the "Required Forms" section above for the forms that you must fill out. Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

APPLICATION FEE: An application fee must be submitted, along with the application, in the form of a money order made payable to **MaBSTOA**. The following information **must** be written on the face of the money order: your name, home address, the last four digits of your social security number and the exam title and number. **Cash and personal checks will not be accepted. Save your money order receipt for future reference and proof of filing an application.**

THE TEST: The test will consist of a competitive multiple-choice test. A score of at least 70% is required to pass. Your score on the written test will be used to determine your place on the eligible list.

The multiple-choice test may include questions on: the proper selection and use of tools and equipment used in the maintenance and repair of mechanical and electromechanical equipment; reading and interpreting written material; reading meters; taking measurements; and performing basic shop computations; understanding basic mechanical and electrical theory; knowledge of safe work practices and procedures; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you should call (347) 643-8084 or (347) 643-8088, to obtain the date, location and time you are scheduled for the test.

THE TEST RESULTS: If you pass the multiple-choice test and meet the education and experience requirements 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 in conjunction with the test, you will be considered for appointment when your name is reached on the eligible list.

SPECIAL TEST ACCOMODATIONS: 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 for Examination and mail your request no later than 30 days prior to the scheduled test date to the address found in the "Correspondence Section" below.

CORRESPONDENCE SECTION: All correspondence including the submission of your application must be sent to the address below:

**MTA NYCT/MaBSTOA/MTA Bus Company
c/o Cleaner / Maintainer's Helper, Exam No. 3001
P.O. Box 24463
Brooklyn, NY 11202-4463**

NYCT / MaBSTOA / MTA BUS COMPANY
PERSONNEL TESTING, SELECTION & CLASSIFICATION UNIT
November 2009
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