



New York City Transit

Notice of Examination

Promotion to Mechanical Maintainer - Group C, Exam No. 1708

Application Deadline:

April 27, 2021

Types of Tests:

Multiple-Choice Test and
Practical Skills Test

Application Fee:

\$82.00

Multiple-Choice Test Date:

(subject to change)

Multiple-choice testing is expected to
begin on June 15, 2021

JOB DESCRIPTION

Mechanical Maintainers - Group C, under supervision, maintain, install, inspect, test, alter, and repair shop equipment and machinery in the MTA New York City Transit Authority's bus shops. They maintain, install, inspect, test, alter, and repair electro-mechanical, hydraulic, and pneumatic equipment and machinery, including cranes, forklifts, bus lifts, paint booths, pressure washers, overhead doors, and machine shop equipment; drive trucks; keep records; and perform related work.

Some of the physical activities performed by Mechanical Maintainers – Group C and the environmental conditions they experience are: working outdoors in all kinds of weather; crouching under equipment and machinery; making visual and tactile inspections of equipment; reading gauges and drawings; climbing into and out of maintenance pits; working in confined spaces; climbing ladders and structures; operating lifts and overhead machinery and cranes; welding; using hand and power tools; hearing warnings (verbal, horns, bells); and carrying heavy tools and equipment.

Special Working Conditions: Mechanical Maintainers - Group C 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 Mechanical Maintainer - Group C in the Department of Buses is \$32.13 per hour for a 40-hour work week increasing to \$36.24 per hour in the sixth year of service. The current minimum salary for Mechanical Maintainer - Group C in the Division of Car Equipment is \$33.55 per hour for a 40-hour work week increasing to \$39.47 per hour in the sixth year of service. These rates are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: April 7, 2021

ELIGIBILITY TO TAKE EXAMINATION

This examination is open to each employee of MTA New York City Transit who **on the first date of the multiple-choice test:**

1. Is or has been employed in the non-competitive title of Transit Mechanical Apprentice and has satisfactorily completed the 2-year Transit Mechanical Apprentice program in Facilities Maintenance, and is employed in the Department of Buses; or
2. Is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Maintainer's Helper – Group B and is employed in the Department of Buses; and
3. 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 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 MaBSTOA or MTA Bus Company, or to employees of MTA agencies other than MTA New York City Transit.

REQUIREMENTS TO BE PROMOTED

From the non-competitive title of Transit Mechanical Apprentice: At the time of promotion, you must be employed or have been employed in the title of Transit Mechanical Apprentice.

From the competitive title of Maintainer's Helper – Group B: At the time of promotion, you must have completed your probationary period in the eligible title of Maintainer's Helper- Group B and you must be permanently employed in that eligible title or your name must appear on a Preferred List for that eligible title. Additionally, you must have served permanently in the eligible title of Maintainer's Helper – Group B for at least one year. Time served prior to a break in service of more than one year will not be credited.

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

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

If you qualify under "2" above, you must meet the following conditions, or your employment will be terminated:

1. You must pass a special training course in truck operation offered by MTA New York City Transit; and
2. You must receive a Class B CDL valid in the State of New York with no disqualifying restrictions within six months of your appointment.

The Class B CDL, as described above, must be maintained for the duration of your employment. Such license and/or Learner Permit must not include any restrictions which would preclude the performance of Mechanical Maintainer – Group C work. If you have any serious moving violations, license suspension, or an accident record, you may be disqualified.

(Continued)

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REQUIREMENTS TO BE PROMOTED (Continued)

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 Mechanical Maintainer – Group C. Candidates will be examined to determine whether they can perform the essential functions of the position of Mechanical Maintainer – Group C. 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.

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

If you believe you meet the requirements in the “Eligibility to Take Examination” section, you may submit an application during the application period. The MTA Exam Information Center, located in the lobby of 180 Livingston Street, Brooklyn, NY 11201, is currently closed. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Arrangements” section below. Applications will **not** be accepted in person.

Online Applications:

1. If you are an active MTA employee, apply using the “BSC” employee portal at www.mymta.info by the last day of the application period (non-active MTA employees and applicants requesting a fee waiver must email us by the last day of the application period at examsunit@nyct.com for application instructions). Note: The application system may not function properly with mobile devices or tablets. For best results when applying, please use Internet Explorer, open a new window, and avoid having multiple tabs open in the same window.
2. Once you have logged in, click on the My Job Search ribbon and then click on Exams (non-Railroad).
3. Follow the steps to submit an application.
4. Active MTA employees must pay the application fee via payroll deduction.
5. A confirmation number will appear on the same page after submitting your application and authorizing a payroll deduction (Save this number for future reference).

IMPORTANT: Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: April 7, 2021

HOW TO SUBMIT AN APPLICATION (Continued)

Application Fee: This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to examsmakeups@nyct.com or mailed to the address in the “Correspondence” section below.

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 must email a request for a duplicate Admission Letter to examunit@nyct.com. 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.

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.

You will be assigned to a qualifying multiple-choice test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Arrangements” section below.

Only those who pass the qualifying multiple-choice test will be scheduled to take the competitive practical skills test. Your score on the competitive practical skills test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the qualifying multiple-choice test and the competitive practical skills test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, continuous service with any agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in permanent competitive and non-competitive class titles. Your service will be credited through the first date of the qualifying multiple-choice 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 the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit will **not** be processed after the eligible list is established.

The qualifying multiple-choice test may include questions on mechanics, information gathering, inductive reasoning, deductive reasoning and written comprehension as they relate to the mechanical and electro-mechanical tasks performed by Mechanical Maintainers – Group C.

The competitive practical skills test may measure your ability to troubleshoot and repair the electro-mechanical, hydraulic and pneumatic components of fixed and non-fixed shop equipment typically found in a bus maintenance and repair facility.

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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 **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 test score may be nullified, and your application fee will **not** be refunded.

Social Distancing and other safety protocols, **including the wearing of masks**, will be required during the administration of the test. Further details will be provided on your admission letter.

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.

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. You will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION

Training: You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination or being returned to your previously held permanent title.

Probationary Period: You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

SPECIAL ARRANGEMENTS

Late Applications: Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting 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 test date.

Special Test Accommodations: If you plan to request an alternate test date due to your religious observance or special testing accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at http://web.mta.info/nyct/hr/forms_instructions.htm and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which qualifying multiple-choice testing is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which qualifying multiple-choice testing is expected to begin.

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SPECIAL ARRANGEMENTS (Continued)

Make-Up Tests: You may apply for a make-up test if you cannot take the qualifying multiple-choice and/or competitive practical skills test as scheduled 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, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to examsmakeups@nyct.com or by mail to the address in the "Correspondence" section below as soon as possible.

CORRESPONDENCE

Change of Contact Information: It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may email us at examsunit@nyct.com with the subject "Contact Info Update," or you may mail your request to the address at the end of this section. 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. **MTA employees must also visit the employee portal at www.mymta.info to update their contact information through the MTA Business Service Center (BSC).**

All other correspondence should be sent to examsunit@nyct.com and must include "Promotion to Mechanical Maintainer - Group C, Exam No. 1708" in the Subject. Or, you can mail your correspondence to the following address:

Promotion to Mechanical Maintainer - Group C, Exam No. 1708
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.