



MaBSTOA

Manhattan and Bronx Surface Transit Operating Authority

Notice of Examination

Cleaner/Maintainer's Helper ((Mechanic's Helper)),

Exam No. 3100

Second Amended Notice – October 26, 2022

Application Deadline:

October 28, 2022

Type of Test:

Multiple-Choice Test

Application Fee:

\$54.00

Test Date: (subject to change)

Saturday, December 3, 2022 or
Sunday, December 4, 2022

Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

This Notice of Examination was amended on October 26, 2022 to expand the Commercial Driver License requirement to both Cleaners and Maintainer's Helpers as per the collective bargaining agreement.

Candidates are only permitted to accept a Cleaner/Maintainer's Helper position in either the MTA Bus Company or the Manhattan and Bronx Surface Transit Operating Authority (MaBSTOA). Candidates who accept a position as a Cleaner/Maintainer's Helper in one of the hiring agencies will be removed from the hiring list and cannot be considered for a Cleaner/Maintainer's Helper position in the other agency. Candidates who decline a position as a Cleaner/Maintainer's Helper in one of the hiring agencies will remain on the hiring list and can be considered for a Cleaner/Maintainer's Helper position in the other agency.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

JOB DESCRIPTION

Cleaner/Maintainer's Helpers clean, sweep and wash buses, depots, garages, shops and other MaBSTOA/MTA Bus Company facilities; move refuse containers, pallets and other items using forklifts; and perform related work. Cleaner/Maintainer's Helpers may be temporarily assigned to perform duties of a 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 buses and electro-mechanical equipment. They clean and lubricate 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 washer reservoirs; fuel buses; drain waste oil; sandblast parts; operate buses and trucks; and perform related work.

Some of the physical activities performed and environmental conditions experienced by Cleaners/Maintainer's Helpers are: working outdoors in all weather conditions; walking on slippery surfaces; reading gauges in dimly-lit areas; climbing and descending ladders; wearing goggles, gloves and 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.

Special Working Conditions: Cleaner/Maintainer's Helpers 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 AND BENEFITS

The current minimum salary for Cleaner/Maintainer's Helper in MaBSTOA is \$19.03 per hour for a 40-hour work week increasing to \$31.71 per hour in the sixth year of service. The current minimum salary for Cleaner/Maintainer's Helper in MTA Bus Company is \$19.03 per hour for a 40-hour work week increasing to \$31.71 per hour in the sixth year of service at the Yonkers, Eastchester, College Point, LaGuardia and Baisley Park Depots. The current minimum salary for Cleaner/Maintainer's Helper in the MTA Bus Company is \$17.32 per hour for a 40-hour work week increasing to \$28.87 per hour in the sixth year of service at the Spring Creek Depot. The current minimum salary for Cleaner/Maintainer's Helper in the MTA Bus Company is \$18.52 per hour for a 40-hour work week increasing to \$30.87 per hour in the sixth year of service at the JFK and Far Rockaway Depots. These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

HOW TO QUALIFY

Education and Experience Requirements: By the **last day of the Application Period**, you must meet the following requirements:

1. Two years of full-time experience performing or assisting in the performance of inspections, installations, alterations, maintenance, testing or repairs of bus, truck, automotive or aircraft electro-mechanical components including bodies, engines, transmissions, brakes, electrical or air conditioning systems, or related components or systems; or

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

HOW TO QUALIFY(Continued)

2. Graduation from a vocation high school with a major course of study in automotive maintenance, or a closely related field; or
3. Graduation from a recognized trade school or technical school with a major course of study in automotive mechanics, or a closely related field, totaling at least 600 hours; or
4. An associate. degree or higher from an accredited college of university in automotive mechanics or a closely related field.

If you have qualifying part-time experience, it will be credited on a prorated basis.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by 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).

Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination): 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 in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Foreign Education Fact Sheet on our website.

Note: If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

You are responsible for determining whether you meet the qualification requirements for this examination prior to applying. You may be given the multiple-choice test before we determine if you meet the qualification requirements. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

REQUIREMENTS TO BE APPOINTED TO THE TITLE OF CLEANER/MAINTAINER'S HELPER

Vaccination Requirement: As of November 14, 2021, MTA New York City Transit is requiring all new hires to be fully vaccinated against Covid-19. "Fully vaccinated" means having received both doses of a 2-dose vaccine and two weeks have elapsed since the second dose, or having received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose.

You can request a medical or religious accommodation from this requirement by forwarding your requests to Workforce.Relations@nyct.com. To contact us call, 347-643- 8209.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

REQUIREMENTS TO BE APPOINTED TO THE TITLE OF CLEANER/MAINTAINER'S HELPER (Continued)

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 the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed, and if appointed, 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 appointed to this safety-sensitive position.

Residency: New York City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

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.

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

1. A Class A or Class B Commercial Driver License (CDL) valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions that would preclude the performance of the duties of this title; or
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 airbrake restrictions, or any other disqualifying restrictions.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B CDL valid in the State of New York with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions within 120 days of appointment, or your employment will be terminated. If you have serious moving violations, a license suspension or an accident record, you may be disqualified.

The Class A or Class B Commercial Driver License (CDL) with a passenger endorsement, no airbrake restrictions and no other disqualifying restrictions must be maintained for the duration of your employment in the title. Such license must not include any restrictions which would preclude the performance of Cleaner/Maintainer's Helper 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to examsunit@nyct.com 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.

HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below. Once you complete step 6, you must follow the link below in step 7, to the online Education and Experience Test Paper. You will have until midnight Eastern time on the last day of the Application Period (October 28, 2022) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in Microsoft Forms. If you do not submit your Education and Experience Test in Microsoft Forms by midnight Eastern time on the last day of the Application Period (October 28, 2022), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Online Applications:

If you are not an active MTA employee, apply using www.mymta.info/exams by the last day of the application period (Active MTA employees can apply using the "BSC" employee portal at www.mymta.info). Note: The application system may **not** function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, **open a new window**, and avoid having multiple tabs open in the same window.

1. To apply, log into your existing account, or create an account if you do not yet have one.
2. Follow the steps to submit an application.
3. A confirmation number will appear on the same page after submitting your application (Save this number for future reference). Please write this confirmation number down as you will need it to complete your MS Forms Education and Experience Test Paper.

IMPORTANT: If you are requesting a fee waiver, proceed to Step 8, you should not complete Steps 5, 6, or 7 below. Instead, by November 21, 2022, you must submit documentation supporting your fee waiver request by mail to Cleaner/Maintainer's Helper, Exam No. 3100, MTA NYC Transit, 180 Livingston Street, Room 4070, Brooklyn, NY 11201. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request 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.

4. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

HOW TO SUBMIT AN APPLICATION (Continued)

5. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as "MTA NYCT Exam Fee." **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
6. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

Note: If you have trouble paying the application fee after submitting your online application, please visit http://web.mta.info/nyct/hr/forms_instructions.htm to access the Online Payment Tutorial.

7. Once you complete the payment, please click the following link: <https://forms.office.com/g/UBxbbikz6E>. This link will bring you to a Microsoft forms Education and Experience Test Paper that must be completed to finalize the application process. Failure to complete this document will result in being found not qualified for the examination.

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

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 OR NOTICE OF PROPOSED DISQUALIFICATION

An Admission Letter or a Notice of Proposed Disqualification will be mailed to you at least 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter or Notice of Proposed Disqualification at least 4 days before this date, you **must** email a request for a duplicate Admission Letter/Notice of Proposed Disqualification to examsunit@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 multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above "Test Date" box. You will be assigned to a 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.

The multiple-choice test may include questions on:

- **Tool Usage** – Knowledge of hand tools, power tools and/or multi-purpose tools and their proper usage in the automotive trade.
 - Example: *Using a screwdriver to remove a screw.*
- **Written Comprehension** – The ability to understand written sentences or paragraphs.
 - Example: *Understanding written bulletins released by MTA New York City Transit.*

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

THE TEST (Continued)

- **Meter Usage and Shop Mathematics** – Ability to utilize and read a variety of meters and perform basic shop mathematics to troubleshoot a circuit, component and/or piece of equipment.
 - Example: *Using a multimeter to determine if a fuse is blown.*
- **Basic Automotive and Mechanical Theory** – Knowledge of basic automotive and mechanical theory as they pertain to the maintenance, installation, inspection, testing alteration and repair of buses and electromechanical equipment.
 - Example: *Using proper automotive maintenance techniques to assist in the maintenance of a bus.*
- **Safety** – Knowledge of safe work practices and government safety standards, including the use of appropriate personal protective equipment. This includes the ability to use tools safely and identify hazards in the work area.
 - Example: *Using insulated tools when maintaining electrical 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 **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.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

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.

THE TEST RESULTS

If you meet the education and experience requirements and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

SPECIAL ARRANGEMENTS

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 multiple-choice test is expected to begin. Special testing accommodations due to disability must be requested no later than 30 days prior to the date on which multiple-choice test is expected to begin.

Make-Up Tests: You may apply for a make-up test if you cannot take the multiple-choice 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:

1. Email us at examsunit@nyct.com with the subject "Contact Info Update;" or
2. 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).**

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READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Application Period Opened: October 1, 2022

CORRESPONDENCE (Continued)

All other correspondence should be sent to examsunit@nyct.com and must include "Cleaner/Maintainer's Helper, Exam No. 3100 in the Subject. Alternatively, you can mail your correspondence to the following address:

Cleaner/Maintainer's Helper, Exam No. 3100
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 appointment, 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 accessible through our website at http://web.mta.info/nyct/hr/forms_instructions.htm

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 Bus Co. Personnel Testing, Selection and Classifications Unit
Title Code No. M8201

Application Period Opened: October 1, 2022